

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

BY ORDER OF COMMANDER PACIFIC AIR FORCES

PACAF INSTRUCTIONS 21-201

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Maintenance

NON-NUCLEAR MUNITIONS

This instruction establishes Munitions Flight organizational structure and provides inspection, storage, and maintenance procedures for **non-nuclear** munitions and associated support equipment. It applies to all munitions organizations within PACAF. It implements the provisions of AFD 21-2, *Non-Nuclear and Nuclear Munitions*. The reporting requirements in this instruction are exempt from licensing according to paragraphs 2.11.3, 2.11.5, and 2.11.10 of AFI 37-124, *The Information Collections and Reports (ICR) Management Program; Controlling internal Public, and Interagency Air Force Information Collections*. Send comments and suggestions for improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ PACAF/LGW 25 E Street, Suite I-326, Hickam AFB, HI 96853. Requests for deviations from the requirements in this instruction will be sent to HQ PACAF/LGW for approval consideration.

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Chapter 1 GENERAL

1.1. Introduction. This chapter contains general information on typical responsibilities and munitions functions. When requirements of a specific item technical manual or AFI conflict with this instruction, the specific technical manual holds precedence. Units will notify HQ PACAF/LGW staff of conflicts and submit technical improvement reports when appropriate.

1.2. Major Command (MAJCOM) Responsibilities:

1.2.1. Publishes detailed guidance for munitions organizations. In units with specialized missions, such as Independent Munitions Maintenance Units (IMMU) or Independent Munitions Maintenance Sections (IMUNS).

1.2.2. Command Options. HQ PACAF/LGW has sole authority to implement options permitted by United States Air Force directives pertaining to conventional munitions. Command options which are not listed in this instruction may not be implemented without approval from HQ PACAF/LGW. Units must request approval through command channels.

1.2.3. HQ PACAF/LGW will host an annual Senior Munitions/Weapons Managers Conference for attendance from all units. The purpose of the conference is to allow Munitions and Weapons Managers exchange information and ideas to better accomplish the mission. Furthermore, the conference provides a forum for many munitions issues with requires joint coordination between the two disciplines. Additionally, the conference allows an avenue to discuss management and technical issues

that impact mission support and could ultimately affect combat readiness. Minutes recording the conference agenda will be published and action items monitored until resolved. Issues that cannot be resolved or that affect other commands will be referred to the Annual Munitions Product Improvement Working Groups or ultimately to the All MAJCOM conference.

1.2.4. MAJCOM Munitions Policy. HQ PACAF/LGW will develop, as a minimum, command munitions policy for the use of War Reserve Materiel (WRM) missile/Precision Guided Munitions (PGM)

1.2.5. HQ PACAF/LGW will ensure PGM test equipment under their control is maintained in the highest state of readiness possible to support worldwide contingencies.

1.3. Squadron Commander (or equivalent) Responsibilities:

1.3.1. Ensure munitions facilities sited for explosives storage, inspection, and maintenance are used for their intended purpose. If munitions structures are going to be used for other than their intended purpose, forward deviation requests to HQ PACAF/LGW for consideration. (Refer to AFI 32-9002, para 2.6)

1.3.2. Appoint the Munitions Flight Chief based on the candidate's qualifications, experience, management skills, and technical knowledge.

1.3.3. Ensure supervisors enforce the requirements in AFMAN 91-201, *Explosives Safety Standards*.

1.3.4. Appoint the Munitions Accountable Systems Officer (MASO) IAW AFI 21-202.

1.3.5.1. Review, sign and return munitions inventory results letters to MASO within 15 days of receipt.

1.4. Munitions Flight. Responsible for the control, accountability, storage, shipping and receiving, inspection, maintenance, assembly and delivery of conventional, precision guided, and nuclear munitions. The Flight manages and maintains all assigned tools, test, and munitions handling equipment. It also administers, operates and maintains the Combat Ammunition System-Base (CAS-B) and Deployable (CAS-D) computer system. Munitions Flights are typically composed of three sections: Production, Materiel, and Systems. The Munitions Flight organizational chart can be found in Attachment 1.

1.4.1. Flight Organizational Structure. Specific responsibilities of Flight Commander, Flight Chief, Section Superintendents, and Element Supervisors are outlined in this PACAFI. The Munitions Accountable Systems Officer (MASO) is appointed in accordance with AFI 21-202.

1.4.2. Section Organizational Structure. Sections will be aligned in accordance with respective attachments in this instruction.

1.4.2.1 Production Section. Maintains and delivers conventional munitions, dispensers, precision guided munitions, associated containers, training items and support equipment.

1.4.2.2. Materiel Section. Stores, handles, inspects, ships, receives, accounts for, and delivers munitions, containers, dispensers, and training items.

1.4.2.3. Systems Section. Plans, schedules, controls and directs all munitions activities. Administers CAS-B/D system, manages mobility and training programs.

1.4.3. Elements. Conventional Munitions Elements include but are not limited to the following: Storage, Operations, Inspection, Shipping and Receiving, Maintenance, Precision Guided Munitions, Handling/Line Delivery, Munitions Support Equipment Maintenance, Munitions Control, Plans and Scheduling, Combat Ammunitions System, Combat Plans/Standardization (Mobility and Training).

1.5. Munitions Flight Commander/OIC, Chief Responsibilities. Responsible for the overall management of the wing munitions support effort and provides broad policy guidance to Munitions Flight. Scope of the responsibilities concentrates on the safe, secure, efficient use of personnel and materiel resources, while maintaining the highest degree of munitions accountability, in accordance with all governing standards. The ultimate goal is upholding a combat readiness capability commensurate with mission taskings. In addition to the responsibilities listed in PACAFI 21-101, the following standards apply also.

1.5.1. **Training.** Implement training and qualification programs so technicians perform assigned tasks to established standards. Standardizes training documentation throughout the Flight to ease the transfer of personnel to other shops. The main purpose of the Standardization Element is management of the Munitions Mobility Training Program (MMTP) to establish proficiency on munitions requirements for contingencies. Responsibilities as outlined in Chapter 4 can be expanded, as long as it does not degrade MMTP.

1.5.1.1. Ensure trained technicians are available to maintain a working environment for the production and maintenance of safe, serviceable, and reliable munitions. Ensure all munitions are transported in a safe and secure manner. Develop written procedures requiring all forklift and bomb lift operations handling munitions items to utilize a spotter. Forklifts transporting munitions will have the load secured to the cage utilizing tie down straps or chains and binders. This practice is highly discouraged and cargo trucks should be used whenever possible.

1.5.1.2. Ensure master training plan (MTP) covers peacetime and contingency tasks. Ensures all munitions personnel are trained and qualified to support unit wartime and contingency missions. Unit committed munitions lists (UCML), the pre-integrated tasking order, operational support, and employment plans/base support plans will be used to determine scope of the training program. Personnel in grades E-7 and below will receive this training at least semi-annually. A local course

code will be assigned and it will be documented in appropriate TMA listing. All personnel will receive semi-annual employment/base support plan training on their portion of the plan. This training will be documented on a local/automated form and maintained by the combat plans/training standardization section.

1.5.1.3. Establish procedures and training for emergency destruction of materiel (EDM) IAW chapter 9.

1.5.1.3.4. Establish a comprehensive CAS-B and CAS-D training program. Ensure all personnel are trained on CAS-B and CAS-D operations for their respective duty sections to the maximum extent possible. Personnel should understand sign-on/off procedures and the programs they have access to. CAS-D is critical for contingency taskings. During all local exercises, CAS-D will be used as the primary accountability system. Ensure personnel are afforded the opportunity to attend the command CAS-B seminar to the greatest extent possible.

1.5.2. **Technical Data.** Ensures T.O. files are current and maintained IAW T.O. 00-5-2. Enforces the strict use of T.O.'s and pertinent publications during all explosives operations. Technical data can only be released outside USAF channels IAW T.O. 00-5-19, *Security Assistance Technical Order Program*.

1.5.2.1. Encourage technicians to question T.O. procedures if instructions appear unsafe or inefficient, using technical order improvement reports.

1.5.2.2. Use of interim T.O.'s must be authorized in writing by HQ PACAF/LGW IAW 00-5-1 and are only for a limited period of time.

1.5.2.3. Approve all local checklists, after coordination with Quality Assurance and Wing Weapons Safety.

1.5.3. **Safety and Environmental Programs.** Implement explosives and industrial safety programs, which includes indoctrination of newly assigned personnel and administration of recurring training for all Flight members.

1.5.3.1. Ensure crew briefings are given before the start of any munitions operation. As a minimum, the briefing includes an outline of the operation, safety (hazards and technical requirements of munitions involved), and emergency procedures (explanation of each team member's role and whom to notify and how all personnel will be accounted for) and personnel limits.

1.5.3.2. Publish local procedures governing munitions operations during severe weather or electrical storms according to AFMAN 91-201 and the Logistics Group commander's policy.

1.5.3.3. Establish emergency action procedures to cover severe weather conditions, explosives incidents and accidents, increased security conditions, contingency support, etc.

1.5.3.4. Establish and maintain a hazardous waste program within the Flight. Approves procedures IAW HQ PACAF and base programs to control recoverable material disposal.

1.5.3.5. Ensure submittal of Dull Sword reports as outlined in AFI 91-204, (*Investigating and Reporting US Air Force Mishaps*).

1.5.3.6. Ensure copies of all applicable explosives site plans/maps are maintained in the Flight.

1.5.3.7. Ensure all shops establish safety briefings IAW AFI 91-301 attachment 5.

1.5.4. **Security.** Develops written entry control procedures for the munitions storage area (MSA) IAW AFI 31-209, *The Installation and Resources Protection Program, DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, and AFI 31-101, *The Air Force Physical Security Program*.

1.5.4.1. Manage and control the key, lock, and cylinder program in the Flight. Appoints the key and lock custodian(s). Signs the DD Form 577, *Signature Card*, mechanized listing, or letter authorizing individuals to sign for keys to munitions maintenance and storage facilities. The documentation is maintained by key issuing authority.

1.5.5. **Accountability.** Develop local accountability procedures for AFI 36-2217, *Munitions Requirements for Aircrew Training*.

1.5.5.1. Publish procedures in coordination with the Wing Weapons Manager, for the accountability, control, and flight hours recording of munitions loaded in/on aircraft. As a minimum it prescribes:

1.5.5.2. Inventory and reconciliation procedures.

1.5.5.3. Expenditure/issue document flow and timing requirements to include flight hours of precision guided munitions.

1.5.5.4. Responsibilities of the Munitions Flight, Weapons Flight(s), supply point account custodians and the MASO.

1.5.5.5. Procedures for accountability and control of munitions loaded in/on aircraft.

1.5.5.6. Procedures for the return of munitions accessories (e.g., BDU-33 safety blocks, remove before flight tags, etc.) from the flight line to the applicable element.

1.5.5.7. Ensure procedures are developed for manual tracking of equipment, work-orders and accountability during extended down-time of CAS-B. Procedures should include listings required, manual documentation required and processing sequence after system comes on line.

1.5.5.8. Annually submit the 5-year forecast for munitions training items used by the Munitions Flight to the MASO.

1.5.5.9. Develop procedures for the use of Assembly Lot Numbers during contingencies, local and Higher Headquarters IRRI/CERI/Exercises to track and account for munitions. Local procedures between the Munitions Flight Chief and Wing Weapons Manager will be developed for flight line reporting using Field Lot Numbers.

1.5.6. **Resources and Combat Readiness.** All planning actions and resource management must be centered upon establishing and maintaining optimum combat readiness in accordance with overall wing mission. A spirit of team support and cooperation is essential in Joint Service and ally operations, provided it is in accordance with established memorandums of understanding and inter-service support agreements. If deemed necessary, the Wing Commander (or equivalent) may authorize emergency support with the knowledge of liabilities and missed reimbursements after consultation with appropriate

agencies. Coordination with the MAJCOM munitions staff is strongly encouraged for such actions. (Refer to AFR 136-11/AFJI 21-211)

1.5.6.1. Manage the unit wartime consumable distribution objective (WCDO). The WCDO is published annually by HQ PACAF/LGW and gives the gross munitions requirements for storage at a particular location in support of operational plans (OPlans) and contingencies. Units must plan to store a reasonable mixture of training, WCDO, and other required munitions. Units must up channel any factors that limit their capability to receipt, inspect, and store their WCDO requirements to HQ PACAF/LGW.

1.5.6.2 Ensure capability exists to receive, store, inspect, assemble, test, repair, troubleshoot, and deliver all munitions on the Unit Committed Munitions List (UCML) or equivalent.

1.5.6.2.1. Ensure capability exists to receive and store 20' ISO containers.

1.5.6.2.2. Ensure capability exists to receive, store, inspect, assemble, test, repair, troubleshoot and deliver all support munitions tasked for beddown forces at main operating bases. This information can be obtained from gaining incoming units UCML, ITO., and unit fuzing letters. This capability should be demonstrated to a limited amount during local and higher headquarters IRRI/CERIs/Exercises.

1.5.6.3. Develop and ensure currency of local procedures used for maintenance effectiveness, capability, and quality.

1.5.6.4. Ensure personnel and equipment are identified and prepared to meet mobility tasking according to AFI 10-401. Develop comprehensive munitions employment plan(s) (MEPs) to support all OPlan taskings. Focal point to manage MEPs and OPlans is the Combat Plan Element.

1.5.6.5. Inform squadron supervision/logistics group commander, and HQ PACAF/LGW when the capability to accomplish the munitions mission becomes adversely affected. Mobility/contingency requirements, 2W0X1 shortfalls will be reported in SORTs and requests to use augmentees (mobility positions only) must be approved by HQ PACAF/LGW. Use of 2W0X1 personnel to augment wartime taskings of other unit agencies is strongly discouraged. Such a practice limits the available manning essential to meet contingency/combat taskings.

1.5.6.6. Establishes and maintains an In-Progress Inspection (IPI) Program and Special Certification Roster IAW PACAFI 21-101.

1.5.6.7. Reviews all AFTO Forms 22, and forwards AFTO Forms 22 on T.O.s 11A-1-10, 11A-1-63, 11A-1-38 and 11A-1-46 to HQ PACAF/LGW for submission to Air Force level.

1.5.6.8. Validate flight equipment and authorizations against appropriate Allowances Standards for items such as AGE, AME, TMDE, communications, etc., to ensure required equipment is adequate and excess equipment is disposed of IAW applicable standards.

1.5.6.9. Chair the weekly scheduling meeting and approve work schedules with all appropriate agencies.

1.5.6.10. Register munitions support equipment according to T.O. 35-1-30, *USAF Serial Number Registration System for Selected Support Equipment*, T.O. 00-20-4, *Configuration Management System*, and T.O.-35-1-24, *Air Force Economic Repair/Replacement Criteria for Selected San Antonio Air Logistics Center (ALC) Managed Support Equipment (SE)*. Gain and loss reports are addressed to Air Force Materiel Command (AFMC) with information copies to HQ PACAF/LGW.

1.5.6.11. Approve cannibalization of munitions items and MMHE and establish an effective, scheduled corrosion control program.

1.5.6.12. Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support and test equipment IAW 00-20-7 and equipment is forwarded to appropriate activity for scheduled inspection, calibration or repair.

1.5.6.13. Ensure equipment status and historical documents are kept as required and maintained according to 00-20 series technical orders.

1.5.6.14. Implement CAS-B maintenance and operations as per AFI 21-202, *Combat Ammunition System Procedures*, AFI 21-203, *Deployable Ammunition Operations Procedures*, AFR 136-824, *Combat Ammunition System - Base (CAS-B) Users Manual*, and AFM 171-824, *Combat Ammunition System - Base (CAS-B): Computer Operation Manual*, and AFCSM 21-821, VOL II, *Combat Ammunition System - Deployable (CAS-D): End Users Manual*.

1.5.6.15. Ensure courtesy storage agreements are established for the use of munitions facilities by other organizations.

1.5.6.16. Establish and publish a movement control program IAW AFI 21-201 within the flight.

1.5.6.17. Ensure accurate and timely submission of Munitions Capability Report (PAF-LGW 7437) and Master Storage Plan (PAF-LGW 7201) reports. The PAF-LGW 7437 report will be submitted quarterly using E-Mail to HQ PACAF/LGW. The report will be sent NLT the 15th day of Oct, Jan, Apr, and Jul. the report will be formatted IAW chapter 10. The PAF-LGW 7201 report will be sent annually to HQ PACAF/LGW NLT 15 Jan.

1.5.6.18. Ensures CAS intransit data is updated as assets (shipments) are received (receipt processed) or released to TMO (Date Departed Station).

1.5.7. **AMMO Flight Recognition Program.** Promote the program to recognize exceptional performers periodically in the airman and NCO ranks, coinciding with local recognition programs. Prestige of the award should be enhanced with meaningful incentives.

1.6. Section Superintendent Responsibilities: Responsible to the Flight Chief for the overall management of the elements in their respective sections: Production, Materiel, and Systems. General responsibilities are listed in PACAFI 21-101, chapter 2, and those listed in paragraph 1.5 of this PACAFI as applicable to the management of the elements. Depending on mission needs, Flight Chief may assign additional responsibilities.

1.7. Element Supervisor Responsibilities. Responsible to the respective section superintendent for managing, supervising, and training assigned personnel. Evaluate assigned personnel and determine training needs. Track training requirements and ensure personnel attend required training. Ensure training documentation is accurate and IAW Flight guidance.

1.7.1 Review and evaluate Quality Assurance (QA) and other inspection reports. Take corrective action when required.

1.7.2. Coordinate work shifts with the Section Superintendent to ensure personnel availability to support mission taskings.

1.7.3. Maintain housekeeping, safety, security, and environmental control standards.

1.7.4. Develop planning factors to meet daily mission and contingency support.

1.7.5. Review new, revised, or changed publications and brief personnel of any significant changes. Determine if new or changed publications affect qualifications of personnel or established procedures.

1.7.6. Ensure availability of current publications to meet work center needs.

1.7.7. Solicit inputs as well as promote the product improvement and reliability and maintainability (R&M) programs.

1.7.8. Identify and prepare personnel and equipment to meet mobility taskings, if applicable.

1.7.9. Enforce use of prescribed technical data and locally developed checklists.

1.7.10. Ensure personnel properly use, maintain, clean, and calibrate support equipment according to 00-20 series technical orders. Notify TMDE when procuring/receiving new TMDE to verify calibration requirements.

1.7.11. Ensure bench stocks meet production and mobility deployment needs.

1.7.12. Inspect equipment to identify deficient areas and initiate corrective actions.

1.7.13. Initiate local manufacture work order requests.

1.7.14. Ensure personnel accomplish initial and recurring environmental health, physical, and respirator training if required for the duty position.

1.7.15. Maintain AFTO Form 95, Significant Historical Data, when applicable, according to T.O. 00-20-5, Aircraft Drone, Aircrew Training Devices, Engines, and Air-launched Missile Inspections, Flight Reports, and Supporting Maintenance Documents.

1.7.16. Ensure vehicle, AGE, MMHE, MICAP reportable equipment and personnel status changes are reported to munitions control or updated in CAS-B and CAMS, as required.

1.7.17. Advise munitions control of job delays, significant difficulties, job starts and completions, and vehicle, equipment, or personnel shortfalls and update CAS-B, as required.

1.7.18. Ensure visual inspections are performed on lightning protection and static ground systems IAW AFMAN 91-201, AFI 32-1065 and AFP 91-38.

1.7.19. Ensure munitions control is informed of fire symbol, hazard marker or controlled item code (CIC) changes.

1.7.20. Ensure Product Quality Deficiency Reporting (PQDR) is accomplished IAW T.O. 00-35D54.

1.7.21. Ensure the owning work center (OWC) maintenance of TMDE is done and calibration requirements are met IAW T.O. 00-20-14.

1.7.22. Actively solicit inputs to and promote the technical data improvement programs.

1.7.23. Determine maintenance tasks which require IPIs. Forward IPI inputs through section superintendent.

1.7.24. Ensure each work center owningslings, hooks, and other lifting devices inspect them IAW AFOSH Standard 91-46 and item technical orders.

1.7.25. Slings and lifting devices that are used to lift munitions items are lifting critical loads and will receive the appropriate inspection IAW AFOSH Standard 91-46.

Chapter 2

MUNITIONS PRODUCTION SECTION

2.1. Precision Guided Munitions (PGM) Maintenance. Inspects, maintains, assembles (including emergency build-up), disassembles and tests assigned missiles, other precision guided munitions (PGM), associated components, training items, support equipment and containers. Instructions in paragraph 3.2.2 are applicable to personnel designated to perform inspectors' duties in the element.

2.1.1. Tactical AIM-120 (AMRAAM) missiles will be managed IAW current HQ PACAF/LGW command missile policy.

2.1.2. HQ PACAF/LGW will provide as a minimum annually, the total number of ready missiles available for peacetime loads, ICTs, exercises, or inspections. A copy of this policy will be maintained with this instruction.

2.1.3. Missiles will be tested on field level test sets at T.O. prescribed intervals only.

2.1.4. Attaches the appropriate tag (AFTO Form 350 or proper DD Form 1500 series) to AUR PGMs, with Red X symbol deferred discrepancies, on the AUR or container. Ready-use AURs on a red diagonal do not require a tag, but the discrepancies must be entered in the remarks column of the mechanized listing or manual records and munitions control notified of the AWM/AWP status.

2.1.5. Inspects load training PGMs/missiles at technical order intervals. Close coordination between PGM Maintenance and WS is required to ensure that load training PGMs/missiles do not deteriorate between inspection intervals.

2.1.6. Annotates mechanized records on stubby AURs to include captive carry missile on which the GCU is installed. The AFTO Form 95 or mechanized record for each captive carry missile is annotated to include GCU serial number and AUR missile serial number GCU was pulled from, if applicable. No AWM work order is required for the GCU reinstallation action.

2.1.7. Maintains a schedule of test due dates for FSC 1325 computer control groups and GBU-15/AGM-130 components. This schedule may be maintained by conventional maintenance function at Flight Chief's option.

2.1.8. Inspects and tests FSC 1325 computer control groups and GBU-15/AGM-130 components, as required by item technical order. Inspection and testing may be performed by conventional maintenance function at Flight Chief's option. For contingencies, MAU-157 CCGs will be tested at T.O. 11K1-9-7 intervals (not required for exercises unless items will be expended). MAU-169 and WGU-12/25/36/39 CCGs do not require testing for contingencies or exercises.

2.1.9. Responsible for acceleration monitoring devices/assemblies (AMD/AMAs). This includes providing a maintenance capability for the inert missile body section and inert components. Maintenance of the AMD is limited to the procedures of T.O. 11G14-4-11.

2.1.10. Appoint Tactical Missile Record System (TMRS) monitor and alternate; provide copy to the MASO and WR-ALC/LKG as changes occur. TMRS database must contain all assigned missile components IAW T.O. 21M-1-101 and mirror CAS-B's accountable records. Accountability is essential and reconciliation must be accomplished as required, not to exceed the semiannual stockpile inventory cycle. Current reconciliation dates will be identified in PAF-LGW 7437 report.

2.1.10.1. Update flight hours in TMRS at least weekly on all assigned missiles and submit monthly database disk updates to WR-ALC/LKG. Ensure corrections and verifications are made to the TMRS error listing and corrected database resubmitted.

2.1.10.2. Ensure all missile shipments contain a TMRS disk in the number one container and "Documents Enclosed" is stenciled in close proximity to the item nomenclature.

2.1.10.3. Blocks of serial numbers to be used in formulating missile serial numbers are:

BASE	TAC MSL	TRAIN MSL
Elmendorf	20000-25000	0001-0500
Eielson	22501-24999	501-0500
Suwon	40000-40999	3000-3099
Kwang Ju	41000-41999	3100-3199
Osan	42000-42999	3200-3299
Taegu	43000-44999	3300-3399
Kunsan	44000-44999	3400-3499
Misawa	45000-45999	3500-3599
Kadena	46000-46999	3600-3699
Reserved	47000-4799	3700-3799
HIANG	48000-48999	3800-3899
Andersen	49000-49999	3900-3999

2.2. Handling/Line Delivery Element. Responsible for delivery of all primary munitions listed on the UCML to aircraft and timely reporting of status to munitions control. Works closely with munitions control for all flight line support activity.

2.2.1. Manages munitions holding areas, if used.

2.2.2. Assists in the reconciliation of AFI 36-2217 munitions, to include Captive Air Training Missile/Dummy Air Training Missiles (CATM/DATM), coolant tanks and documenting of PGM flight hours.

2.2.3. Develops procedures for delivery of munitions from the MSA to the flight line. This includes deployment and FOL bases, if tasked by unit plans.

2.3. Munitions Support Equipment Maintenance (MSEM) Element. Inspects, maintains, and services assigned non-powered Munitions Materiel Handling Equipment (MMHE). This does not include owner-user items such as slings, munitions assembly conveyor, bomb liftr booms, missile handling equipment, etc. The MSEM facility must be provided with heat, plumbing, interior electrical and compressed air distribution systems, steam cleaning facilities, and adequate lighting. This also includes a mechanical ventilation system, wash rack, tool room, paint booth, and office space as prescribed for Aerospace Ground Equipment Section in AFH 32-1084.

2.3.1. Documents applicable inspection and maintenance actions to include performing scheduled corrosion control on all assigned equipment IAW T.O. 35-1-3, *Corrosion Prevention, Painting and Marking of USAF Support Equipment (SE)*. Units that do not have facilities that meet environmental standards to perform corrosion control. Schedule the work through the wing corrosion control shop.

2.3.2. Ensures required MMHE is registered in CAMS and Update CAMS with information related to configuration changes, such as TCTO completion, so that the ALC will have accurate data.

- 2.3.3. Cleans, tags, packages and processes repairable items.
- 2.3.4. Ensures modification proposals of MMHE are accomplished IAW AFR 57-4/DoDI 5000.2 AF Supplement 1.
- 2.3.5. Reports status changes on MMHE to munitions control.
- 2.3.6. Documents equipment records.
- 2.3.7. Maintains the chassis portion of the ALA/ALS/UALS, if tasked (the ALA/ALS/UALS feeder assemblies are maintained by the Armament Systems Flight).
- 2.3.8. Schedules maintenance requirements beyond the capability of the unit (i.e., hydraulic system repair, sheet metal repair, etc.) through munitions control to the appropriate repair function. Units with access to CAMS may request their own work orders for support.
- 2.3.9. Ensures munitions trailer gains/losses are reported using CAMS.
- 2.3.10. Notifies HQ PACAF/LGWS prior to turning in munitions trailers.

2.4. Conventional Munitions Maintenance Element. Assembles, tests and repairs munitions to support operational requirements and the assigned stockpile. Maintains conventional munitions, containers, dispensers, MMHE, and training items. Instructions in paragraph 3.2.2 are applicable to personnel designated to perform inspectors' duties in the element.

- 2.4.1. Assembles, tests, and repairs munitions to support operational requirements and the assigned stockpile.
- 2.4.2. Performs pre-issue, processing, special, and returned munitions inspections. The inspection element may perform any or all of these inspections as determined by the Flight Chief.
- 2.4.3. Sends documents showing munitions serviceability to inspection, munitions operations, and munitions control, as applicable.
- 2.4.4. Prepares turn-in documents.
- 2.4.5. Performs and certifies demilitarization of unserviceable munitions. Munitions declared hazardous to life and property are destroyed or rendered safe by EOD. If EOD is not available, the Flight Chief contacts HQ PACAF/LGWS for guidance.
- 2.4.6. Properly tags and packs munitions.
- 2.4.7. Processes/certifies munitions residue from flight line and DEMIL operations for turn-in according to T.O. 11A-1-60.
NOTE: EOD will certify and process all munitions removed from range clearance operations.
- 2.4.8. Marks loaded 20MM ALS/UALS with type, lot number, quantity, and date loaded.
- 2.4.9. Maintains type 3A weapons trainer, if applicable (i.e., when AFSC 2W2X1s are no longer assigned).
- 2.4.10. Units using power/pneumatic nail guns will ensure that local operating instructions are developed and published to include proper use and safety instructions as outlined according to instructions that are provided by the manufacturer. Follow procedures in T.O. 00-20-7 for Inspection of Equipment and documentation/form procedures. Individuals will be trained and this training documented on AF Form 797, JQS Continuation Sheet.
- 2.4.11. Performs munitions inspections as determined by the Flight Chief.
- 2.4.12. Processes munitions residue such as expended impulse cartridges, ammunition brass casings and particles remaining after a demilitarization operation. The inspection function or conventional munitions maintenance (local option), inspects these items before release to any activity. Combat Arms Training and Maintenance (CATM) personnel are authorized to inspect and certify expended brass as residue IAW T.O. 11A-1-60.
- 2.5.13. Inspects pre-IT.O. munitions assembled for OPlan contingency support to verify serviceability.
- 2.4.14. Ensures AFI 36-2217 munitions are segregated in the maintenance facility.
- 2.4.15. Certifies empty containers for turn-in to DRMO are residue free and properly configured IAW T.O. 11A-1-60. Empty containers will be clearly marked, sealed, and segregated from other containers.

Chapter 3

MUNITIONS MATERIEL SECTION

3.1. Munitions Storage Element. Receives, stores, and handles munitions and training items in the base stockpile and items not assigned to supply points.

- 3.1.2. Prepares and schedules munitions for shipment (Shipping/Receiving section if available).
- 3.1.3. Ensures proper documentation and authorizes items removed from storage.
- 3.1.4. Segregates custody account and courtesy stored munitions from base stock munitions.
- 3.1.5. Manages the storage of unit WCDO munitions.
- 3.1.6. Develops and maintains a master storage plan. This plan is used to manage magazine and storage space usage, control authorized explosive limits (structure NEW), and maintain authorized compatibility. Utilize CAS-B reports to the maximum extent possible.
- 3.1.7. Assists Munitions Operations during munitions inventories.
- 3.1.8. Notifies munitions control of re-warehousing or internal movements resulting in fire symbol, hazard marker or controlled item code changes.
- 3.1.9. Develop local checklists for unique storage procedures and instructions. Requires Flight Chief approval after coordination with Quality Assurance and Wing Weapons Safety.

- 3.1.10. Store munitions according to T.O. 11A-1-61-4 United States Army Defense Ammunition Center and School (USADACS) drawings if available, AFMAN 91-201, AFI 31-209, DoD 5100.76-M, and general storage procedures contained in this PACAFI. Deviations are authorized only with HQ PACAF/LGW approval, must be IAW specific item technical orders and AFMAN 91-201.
- 3.1.11. Use indoor (magazine) storage for bulk high explosives, solid propellants, and pyrotechnics. Though not mandatory, make all attempts to store other explosives indoors. (Consult the specific item T.O. for constraints.) Give priority for existing indoor storage to items requiring the most protection from the weather. Munitions stored in International Standardization Organization (ISO) containers meet indoor storage criteria.
- 3.1.12. Install an intrusion detection system (IDS) for permanent storage facilities established for high risk, very high risk munitions. When IDS is not available, protect very high risk munitions and high risk munitions as outlined in AFI 31-209 and DoD 5100.76-M.
- 3.1.13. Dunnage for inside storage must provide a minimum clearance of 2 inches from the floor. A standard 2X4 may be used even if it does not measure a full 2 inches.
- 3.1.14. Dunnage for outside storage must provide a minimum clearance at the bottom of the stack of 4 inches for hardstands and 6 inches for unimproved surfaces. A standard 4x4 and 4x6 may be used even if they do not measure the full 4 or 6 inches.
- 3.1.15. Stack munitions neatly to prevent unstable stacks. Containers must be clean, dry, and properly marked prior to being put in storage.
- 3.1.16. Provide sufficient aisle space for handling, inventory, and inspection of munitions.
- 3.1.17. Magazine exits. Keep doors and locks in good working order. Close and lock magazines at all times, except when being aired or when personnel are in the magazine or otherwise directed by the Flight Chief. Apply protection criteria as outlined in AFI 31-209, and DoD 5100.76-M.
- 3.1.18. Keep structures in good condition and suitable for the storage of explosives in accordance with AFMAN 91-201. Post explosive limits in each magazine and igloo.
- 3.1.19. Ventilate storage spaces to circulate air or dehumidify as needed. Check ventilators periodically to ensure proper functioning. Close ventilators when blowing snow or humid air would increase condensation.
- 3.1.20. Do not paint fusible links. Ensure they are serviceable, properly installed, and rated for 160 degrees Fahrenheit (71.1 degrees Celsius) as per AFI 91-201.
- 3.1.21. Use a minimum of 24 inches of earth covering on igloos. Properly maintain and monitor to determine evidence of erosion, and initiate timely work requests for civil engineering support.
- 3.1.22. Ensure installation and maintenance of lightning protection systems. Perform testing and inspection according to AFI 32-5011, Maintenance Responsibilities for Air Force Grounding Systems, and AFP 91-38, Maintenance of Electrical Grounding Systems.
- 3.1.23. Keep interiors of storage structures clean and free of prohibited articles and material. Do not store powered lift trucks, dunnage, empty boxes, excess packing material, or similar items in a magazine, igloo, or other location containing explosives. Do not store paints, oils, and other flammable materials in a magazine or igloo containing explosives.
- 3.1.24. Non-combustible equipment required to support approved contingency plans may be stored in explosive facilities for ready use.
- 3.1.25. Store munitions in their shipping configuration as much as possible.
- 3.1.26. Do not remove items from storage without proper documentation.
- 3.1.27. Maximize use of existing storage facilities for storage of munitions and explosives. General information for munitions warehousing is in T.O. 11A-1-61-4, AFMAN 91-201, AFI 31-209, and general storage procedures in this Instruction.
- 3.1.27.1. Assign storage locations according to T.O. 11A-1-61-4.
- 3.1.27.2. Store only one "LITE BOX" for each lot and condition code, preferably on the top and front of the stack, unless custody accounts need more than one lite box for mobility purposes.
- 3.1.27.3. Use the Combat Ammunition System-Base (CAS-B) as the approved computer program. Find procedural guidance for this system in AFI 21-202 and AFI 21-203.
- 3.1.28. Separate all courtesy-stored munitions from the base stockpile as much as possible. Identify custody-issued munitions courtesy-stored in munitions flight facilities.
- 3.1.29. The Flight Chief determines movement control procedures and designates them in writing. CAS units will update munitions locations in CAS-B and will also develop a manual backup system.
- 3.1.30. Develop procedures for tracking munitions moved from one location to another. Use a locally computer-generated form to track munitions. As a minimum, this form contains the following headings or blocks: National Stock Number, Item Nomenclature, Control Number of the Movement Control Record, Date Issued, Document Number, Work Order Number, Issued To, Item Lot Number, Quantity, Condition Code, From, To, Action Codes, Crew Chief, Date Accomplished, Reviewed and Posted.
- 3.1.31. Ensure WRM munitions to include WRSA assets are dispersed to provide a 60/40 split (applies to bases in Korean only) to ensure survivability of munitions assets. Bases collocated with a MAGNUM can count the two areas as one for dispersal purposes.

3.1.31.1. The requirement for dispersal of munitions is waived for USAF WRSA munitions stored in locations other than those identified as MAGNUM's.

3.2. Munitions Inspection Element. Performs surveillance inspections of munitions to determine and identify serviceability, potential hazards, and possible deterioration. This may include measuring, observing, inspecting, testing, analyzing, classifying, and recording inspection results of munitions and components in movement, storage, and use. The senior inspector is the Flight's focal point to verify the qualifications and training of all personnel appointed Munitions Inspectors to the Flight Chief.

3.2.1. Selection, Appointment, and Responsibilities of Munitions Inspectors.

3.2.2. Select personnel for munitions inspector in the following order as available.

AFSC 2W051/71/91. Quality Assurance Specialist (Ammunition Surveillance) with a GS-1910 series in grade GS-9 or higher.

Personnel selected must have a 5-skill level or higher and have completed the AETC or HQ PACAF/LGW Munitions Inspection Seminar. Send deviation requests to HQ PACAF/LGW if manning constraints prevent meeting the 5-skill level requirement. The 836 SEI will be assigned when an inspector meets all qualifications.

3.2.2.1. Units without qualified inspectors request assistance from HQ PACAF/LGW.

3.2.2.2. Flight Chiefs or equivalent appoint qualified inspectors. Personnel selected for munitions inspector duties must attend the course before appointment as a munitions inspector. MAJCOMs maintain waiver authority to meet extenuating circumstances. Failure to forecast is not considered extenuating circumstances. Upon completion of formal training, the senior inspector must verify the candidate's qualification prior to the Flight Chief signing the appointment letter.

3.2.3. Verbally informs the Munitions Accountable Systems Officer (MASO) and munitions control immediately upon receipt of T.O. 11A-1-1 actions affecting munitions serviceability.

3.2.4. Monitors shelf/service life dates by reviewing CAS documents or the AFTO Form 15 file. Places munitions within 24 months of shelf/service life expiration in condition code C.

3.2.5. Determines serviceability, potential hazards, and possible deterioration of munitions assets by performing inspections. This includes observing, testing, analyzing, and classifying munitions.

3.2.6. Determines and assigns appropriate condition codes to all munitions assets as directed by applicable technical orders.

3.2.7. Initiates, maintains, and process's applicable documents and historical records.

3.2.8. Coordinates restricted and suspended actions of T.O. 11A-1-1, Conventional Ammunition Restricted or Suspended, with the Munitions Accountable Systems Officer (MASO).

3.2.9. Ensures proper tagging, marking, and packing of munitions assets.

3.2.10. Signs applicable documents indicating completed item inspection and that documentation accurately reflects results.

3.2.11. Performs periodic inspection on new items received from manufacturer or other DoD agencies IAW T.O. 11A-1-10 (i.e. an item manufactured in 1995 with a three year periodic cycle would receive its first PI in 1998).

3.3. Munitions Operations Element. Performs inventories, establishes accountability procedures IAW AFI 21-202, manages custody accounts, the requirements/allocation process, monitors munitions shelf/service life, and is the focal point for all accountable/audible documents. CAS-B is the official munitions accountability system and will be used to its maximum capability. Discrepancies with the system must be reported immediately to HQ PACAF/LGWX and DIREPs initiated as required.

3.3.1. Assists the Materiel Section in developing a master inspection schedule.

3.3.2. Ensures shelf and service life is monitored so disposition actions (24 months in advance) are initiated on items that cannot be used prior to expiration of the service/shelf life.

3.3.3. Ensures all past and present users of the affected national stock numbers are notified of munitions lots identified in T.O. 11A-1-1.

3.3.4. Ensures AF Form 191/CAS-B actions are taken on unserviceable or serviceable excess munitions.

3.3.5. In coordination with the Materiel Section Superintendent, manages the Wing WRM munitions account.

3.3.6. Manages the munitions account according to AFI 21-201, 202, 203, 204, 206, and AFMAN 23-110.

3.3.6.1. Ensures all munitions operations personnel have been trained on CAS-Deployable procedures.

3.3.6.2. Maintains a Deployable CAS system (microcomputer, printer and software) for each independent deployable unit wartime tasking.

3.3.6.3. Ensures munitions operations personnel have been trained on Item of Special Interest Report procedures listed in AFMAN 10-206.

3.3.7. Advises the Materiel Section Superintendent of the supply status and availability of accountable items needed to support the mission. Ensures no WRM munitions are released for peacetime use without approval according to AFI 25-101 and AFI 21-202.

3.3.8. Develops and publishes a customer guide, IAW AFD 21-2 and AFI 21-201, 202, 203, 206, that provides using agencies procedures for obtaining munitions support for munitions operations.

3.3.9. Monitors the status of all munitions issued on supply point details.

3.3.9.1. Maintains jacket file containing the documents for each custody account. The jacket file includes:

- 3.3.9.1.1. AF Form 68, Munitions Authorization Record, signed by the Unit Commander, designating the account custodian, delegating the authority to receipt for custodial munitions and authorizing personnel to certify AF Form 2005 for issues and expenditures.
- 3.3.9.1.2. The latest quarterly validated supply point listing and all subsequent issue and turn-in documents.
- 3.3.9.2. Ensures each account custodian:
 - 3.3.9.2.1. Submits annual munitions forecast within time frame determined by HQ PACAF/LGWS.
 - 3.3.9.2.2. Submits certified AF Form 2005 for munitions issues.
 - 3.3.9.2.3. Is not issued quantities of munitions in excess of authorizations.
 - 3.3.9.2.4. Submits certified AF Form 2005 for munitions expenditures in a timely manner.
 - 3.3.9.2.5. Conducts a reconciliation of the account when requested by the MASO.
- 3.3.10. Conducts monthly visits to the munitions inspection shop.
 - 3.3.10.1. Verifies the Ammunition Disposition Report (ADR) file is reconciled with the AFTO Form 15 file or CAS Lot history once a month.
 - 3.3.10.2. Conducts a monthly 10 percent inventory. All locations/lot numbers will be inventoried. In addition MASO's will inventory those items that had accountable transactions during the preceding month. For the purposes of these inventories, only the locations where the accountable transaction took place need be checked. These "spot checks" are in addition to the monthly 10 percent inventory requirement.
 - 3.3.10.3. Briefs the Commander and Flight Supervisors on findings and documents the results of each visit. These visits can satisfy the requirement for establishing a self-assessment program required by AFI 21-202.
- 3.3.11. Requisitions TCTO kits, follows up on supply status and controls the TCTO program.
- 3.3.12. Provides accurate supply documentation and timely reporting.
- 3.3.13. Completes administrative reports, correspondence, and related documents connected with disposition authority and accountability of unserviceable munitions items.
- 3.3.14. Monitors munitions DIFM assets.
- 3.3.15. Ensures AWP status is provided for munitions (FK/FV) items.
- 3.3.16. Coordinates with inspection and storage elements before requisitioning new items or large quantities of munitions to confirm storage space and technical data is available.
- 3.3.17. Limits munitions requisitions to yearly allocations.
- 3.3.18. Ensures all required munitions items are on hand or due in to support the Wing/Base mission in accordance with current munitions authorizations/allocations and requirements. Munitions allocations are not to exceed specified authorizations unless approved by HQ PACAF/LGW.
- 3.3.19. Provides each munitions user with written notification of their new fiscal year munitions allocations and any subsequent changes thereafter.
- 3.3.20. Ensures only custody and consumption issues are used for issues of authorized ammunition/explosives. The F-16 AMA DTM, body and monitoring device, is custody issued. The F-16 ruggedized nuclear remote interface unit (RNRIU) and F-15E encoder/decoder and power supplies are custody issued to using organizations.
- 3.3.21. Provides a listing of all conventional munitions stored and maintained to the EOD unit providing support. This list is provided annually and updated as changes occur.
- 3.3.22. Submits munitions shortage inputs for requisitioning to HQ PACAF not to exceed the yearly allocation.
- 3.3.23. Initiate follow up action with OO-ALC/LIW for all requisitions made against wing SRANs.
- 3.3.24. Ensure munitions shipments are properly booked through transportation channels and track shipments to ensure a timely departure. Report difficulties in getting munitions shipments out to the Munitions Flight chief for resolution. (This responsibility may be delegated to a different element at the option of the Flight Chief).
- 3.3.25. Ensures stubby AIM-9 missile accountability.
 - 3.3.25.1. Ensure tactical AIM-9M missiles have the NSN changed from the respective AUR NSN to the stubby missile NSN as GCS's are removed for CATM use. MAJCOM approval is mandatory for creating stubby missiles.
 - 3.3.25.2. Ensure the appropriate NSN is changed to reflect the current version of AIM-9 when a GCS is installed on a stubby missile.
- 3.3.26. Provide for management of missile guidance system (GLU/GCS/GU) replacement.
 - 3.3.26.1. Ensure WR-ALC managed guidance systems for AIM-7 and AIM-9 missiles has shipment TCN and quantity of failed items in the comments field for requisitions made through CAS-B. Units failing to include required data will receive a denial status code of "CA" with reason for rejection.
 - 3.3.26.2. Ensure OO-ALC managed guidance systems are requisitioned as failures occur. Upon receipt of serviceable item, pack and ship unserviceable GU in serviceable item shipping container. Shortage of containers requires this procedure.

Chapter 4

MUNITIONS SYSTEMS SECTION

4.1. Munitions Control. Acts as the focal point for planning, coordinating, and controlling all Munitions Flight support on a base and/or deployed location. Close coordination with other maintenance activities and emergency response agencies is essential for effective scheduling and use of available resources.

4.1.2. Plans, schedules, and implements the processing of repair cycle assets.

4.1.3. Using CAS-B, tracks work order progress and assigns priorities in event of work order conflict among elements. Develop manual work order system (blocks of job control numbers, logs, etc.) for deployments and backup for interrupted CAS-B service. Units not using the CAS-B work order process will develop local written procedures for the work order process.

4.1.4. Keeps a current copy of the master identification (ID) listing. Assigns ID numbers for end items according to 00-20 series T.O.s and makes inputs to update the master ID listing. The master ID listing can be a combination of any (TMRS, CAS, CAMS etc.) listings that list all equipment assigned.

4.1.5. Manages the awaiting maintenance (AWM), awaiting parts (AWP), and time compliance technical order (TCTO) programs. Reviews these programs weekly during the scheduling meeting. The main focus of the AWM/AWP program is to return items to a serviceable condition as quickly as possible. The Flight Chief develops the program to track unserviceable, repairable items for repair action as soon as parts and/or maintenance are available. Automated capabilities of CAS-B will be used to the maximum extent possible to manage the program.

4.1.6. Schedules, controls, and directs the maintenance of inert and dummy training items and non-powered munitions support and handling equipment.

4.1.7. Informs Security Forces and the Fire Department of any explosive movements outside the MSA or of changes in magazine contents affecting fire symbols or controlled item codes (CIC). Documents this notification.

4.1.8. Reviews the weekly aircraft schedule to determine munitions requirements (if assigned to support a flying unit).

4.1.9. Acts as the focal point for the daily reconciliation of AFI 36-2217, Munitions Requirements for Aircrew Training, expenditures, and tracking of missile flying hours. At the end of the flying day, ensures all AF munitions issued to the flight line are accounted for. Units with 24-hour flying operations can perform reconciliation at a time deemed appropriate for maximum effectiveness.

4.1.10. Monitors the status of all assembled munitions and missiles to include service life expiration of components.

4.1.11. Controls keys to assigned munitions facilities, using approved written procedures. Munitions storage may control keys at Flight Chief's option, provided written procedures are developed designating specific responsibilities.

4.1.12. Maintains a listing of individuals authorized access to keys.

4.1.13. Tracks mission capable (MICAP) reportable equipment status.

4.1.14. Uses visual aids (boards, books, CAS-B screen, etc.) to show:

4.1.14.1. Job status.

4.1.14.2. Munitions trailer status by serial number and condition.

4.1.14.3. Vehicle status.

4.1.14.4. Facility status.

4.1.14.5. Assembled, ready munitions, or missiles including training munitions. Include sortie surge and AFI 36-2217 munitions.

4.1.14.6. TCTO status.

4.1.14.7. Personnel status.

4.1.14.8. Aircraft or munitions generation status.

4.1.14.9. Missile and guided munitions cumulative flights, days on aircraft (if required). Record number of captive flights and hours since last inspection. Coordinate with PGM maintenance to ensure selection of missiles for aircraft loading is controlled to achieve the maximum interval between inspections. Ensure missile data from AF Form 2434 is used to update inspection cycles and is passed to the applicable point of contact for TMRS reporting.

4.1.14.10. Munitions test equipment status (in/out) for missiles and PGMs for Status of Resources and Training System (SORTS) reportable items only, see AFI 10-201.

4.1.14.11. Visual aids include computer displays/printouts, wall-mounted displays, and loose-leaf notebooks. The automated munitions control program (Control 2000) is the preferred method for maintaining visual aids. Munitions trailer and vehicle status will reflect nuclear certification status. Facility status will reflect fire, hazard symbol of each facility, and controlled item code (CIC) for the highest CIC maintained in the structure. The term assembled missiles for this purpose is defined as those in-use missiles required to meet initial generation requirements identified in contingency plans. Track missiles by serial numbers.

4.1.15. Munitions Control Communications. The element supervisor maintains reliable communications at all times. Multi-net radios are essential, including two dedicated munitions net, one for production and one for materiel, to communicate with supported flying squadrons, munitions personnel and emergency response agencies. Readily available secure voice communications are an integral part of communications resources.

4.1.16. Munitions Control will have:

4.1.16.1. Two dedicated radio nets

4.1.16.2. Dedicated telephone lines to:

4.1.16.2.1. Central Security Control (CSC), law enforcement, and the MSA entry control point

4.1.16.2.2. Explosive Ordnance Disposal (EOD), if assigned

- 4.1.16.2.3. Base Fire Department
- 4.1.16.2.4. Command Post
- 4.1.16.2.5. Munitions Flight Office, when required by location
- 4.1.16.2.6. Command Operations Center
- 4.1.16.2.7. MOC
- 4.1.16.2.8. All munitions work centers
- 4.1.17. AFI 31-209, DoD 5100.76-M, AFI 31-101, and AFI 31-401, Managing the Information Security Program, list lock and facility requirements for munitions storage and maintenance structures.
- 4.1.18. Key, Lock and Cylinder Control. The Flight Chief is responsible for the overall program management and control of keys, locks and cylinders in the flight. Key, Lock, and Cylinder Control procedures for nuclear weapons facilities are in AFI 21-204. Procedures for management of conventional munitions facilities include:
 - 4.1.18.1. Key and Lock Custodian. Governing directives are DoD 5100.76M (Physical Security of Sensitive Conventional Arms, Ammunition and Explosives), AFI 31-401 (Managing the Information Security Program), AFI 21-201 (Inspection, Storage, and Maintenance of Nonnuclear Munitions), and those contained in this chapter. Flight Chief appoints the custodians who are responsible IAW governing directives for the control of keys, locks, and hasps that secure munitions maintenance and storage facilities.
 - 4.1.18.2. General Requirements. Locks and cylinders are received with three keys. One control (lock maintenance) key, one primary and one spare are provided for each munitions maintenance and storage structure. The control key is only used for lock maintenance and is not issued for normal operation of the padlock. Primary and spare keys are kept segregated for storage and issue. The control keys may be stored with the spare keys. Segregation may be accomplished by separating key sets into key boxes (one for each set) within the key storage container. The following additional requirements must be met:
 - 4.1.18.2.1. Master keying is prohibited. Keys to high, medium and low security locks are not duplicated locally
 - 4.1.18.2.2. Cylinders are replaced if unauthorized access to, or loss of, a key (control, primary or spare) occurs. These cylinders are not reused to secure munitions maintenance and storage structures
 - 4.1.18.2.3. If keys or cylinders become unserviceable, order replacements using the instructions in T.O. 44H2-3-1-101 and AFI 21-201. The manufacturer's key serial number must accompany replacement orders. The custodian must also send a memo for record with all shipment actions that reflect the unit's return address, point of contact, and telephone number
 - 4.1.18.2.4. Locks are inspected and lubricated at least every 6 months. To maintain system integrity, only those maintenance actions listed in T.O. 44H2-3-1-101 are authorized.
 - 4.1.18.2.5. When not in use, keys that protect munitions are stored in a container that meets GSA minimum requirements for material classified Confidential
 - 4.1.18.2.6. For classified munitions, keys will be protected as classified material with a classification at least equal to the items being protected
 - 4.1.18.2.7. If keys are removed from the GSA security container (safe) they must remain under constant surveillance
 - 4.1.18.2.8. When an established audit trail exists, high security locks, cylinders, and keys removed from conventional munitions storage structures may be reinstalled on nuclear maintenance and storage facilities
 - 4.1.18.2.9. To support preventative maintenance and annual lock rotation/replacement, units may set up a reserve stock of high security locks and cylinders. Reserve cylinders, keys and assembled locks are stored in a safe, metal key box, or other like container and protected by a GSA approved 3 position combination lock. Reserve cylinders and keys will be inventoried during the key and lock audit
 - 4.1.18.2.10. Personnel authorized to issue/receive keys are designated in writing by the Flight Chief. Personnel authorized to issue keys may be authorized to receive keys. A Weapons Storage Area Authorization List (WSAAL), Signature Cards, automated product, or letter meets this requirement.
 - 4.1.18.2.11. The AF Form 2432, Key Issue Log is used to control keys that secure maintenance and storage facilities. The key issue log is annotated when keys are issued, turned in or inventoried. Separate forms are used for each key set. Units with separate storage areas maintain forms to each munitions maintenance and storage area.
 - 4.1.18.2.12. Transfer between individuals authorized to receive keys may be made with specific approval of the key issuing authority. Upon transfer of keys, the log is annotated as follows:
 - 4.1.18.2.13. The key issuing authority enters the structure number on a new line in the key log, prints the names of personnel receiving the transferred keys in the "Out-Signature" block of the log, signs in the "in block" of the original entry and prints key transfer.
 - 4.1.18.2.14. When the person receiving the transferred keys return, they sign the "In-signature" block of the new entry
 - 4.1.18.2.15. Primary and spare key sets are inventoried by serial number at the end of each shift during which they have been issued and weekly if they have not been issued.
 - 4.1.18.2.16. If a coded device such as a railroad seal is attached to the key box in a manner that entry into the key box can be detected, inventory for key boxes with keys that have not been issued may be completed by verifying seal integrity and annotation on key log.

- 4.1.18.2.17. Keys, locks, and cylinders are audited and documented with each change of key and lock custodian.
- 4.1.18.2.18. Keys to currently installed locks are not removed from the respective storage area.
- 4.1.18.2.19. Keys to the bays of conventional maintenance facilities are controlled in the same manner as keys for their respective storage facilities.
- 4.1.18.2.20. Keys to conventional facilities are not stored in the same key box as the keys to nuclear facilities. This restriction does not preclude a conventional facility key box from being stored in the same safe as the nuclear facility key box.
- 4.1.18.2.21. Key and Lock Control Register. An AF Form 2427 is used to control locks, cylinders, and keys used on conventional and nuclear weapons maintenance and storage facilities, including reserve locks, cylinders and keys.
- 4.1.18.2.22. The key serial number is the same as the serial number of the padlock or cylinder. High security keys are normally received with the manufacturer's serial number engraved on an attached metal tag. This serial number can be used to order replacement keys and must be protected. Manufacturer's serial numbers will not be engraved on the key bow under any circumstances and must be removed if present. Units develop local key serial numbers and engrave them on the bows of the keys to aid in auditing and control. Annotate both the local serial number and manufacturer's serial number on the AF Form 2427 for correlation purposes. Once the annotation is verified for accuracy by the key custodian, the tag with the manufacturer's serial number can be destroyed. Local serial numbers are not added to locks or cylinders.
- 4.1.18.2.23. Audit locks, cylinders, and keys semiannually IAW DoD 5100.76M. The audit is a physical check of each munitions maintenance and storage structure to verify that the installed locks are the same as the padlock location shown on the AF Form 2427. Locks and padlocks are afforded routine maintenance at the time of the audit. Locks that are removed from the control procedures (because of lock or cylinder damage or broken keys) are taken off the register.
- 4.1.19. Develops, maintains, and uses emergency action check-sheets such as war/contingency plan execution notification, crash, fire, severe weather, and explosive mishaps. Use unit operational guides and MAJCOM Emergency Action File (EAF) as a guide to develop checklists.
- 4.1.20. Notifies supporting activities before starting hazardous operations or training exercises, such as chemical operations, fire drills, evacuation drills, or EDM exercises.
- 4.1.21. Attends daily and weekly maintenance operations scheduling meetings to update munitions support requirements. The individual attending these meetings must be knowledgeable of all munitions support capabilities and limiting factors.
- 4.1.22. Maintains all applicable war and contingency plan annexes/appendixes on file. Develops generation flow plans in support of in-place or deployment contingency OPlans. Automated AF Form 2409, Generation Sequence Action Schedule, is authorized.
- 4.1.23. Workload Planning. Munitions control consolidates quarterly, monthly maintenance and inspection forecasts and weekly munitions maintenance and inspection schedules.
 - 4.1.23.1. Conducts the weekly munitions maintenance scheduling meetings. The Flight Chief presides over the meeting attended by all section and element supervisors. Monthly and quarterly workload forecasts will be discussed at the meeting during a designated time frame. The Munitions Flight Chief signs the periodic forecasts and weekly schedules. Copies of the weekly schedule are provided to activities (i.e., LG/CC, Quality Assurance, WOC, squadron supervision, and the wing weapons manager) as determined locally. Establish distribution to receive the monthly and weekly aircraft maintenance schedules to track aircrew munitions training requirements.
 - 4.1.23.2. Monthly Forecasts. Monthly planning is formalized at the munitions scheduling meeting held the month preceding the affected period. For example, the first week of the previous month the forecasts will be discussed during the weekly scheduling meeting. At this meeting, the periodic forecasts are finalized in support of the wing maintenance plans and operational requirements. As a minimum, the forecasts will contain the following:
 - 4.1.23.2.1. Periodic inspection of missiles, conventional munitions, and inert or dummy training items by NSN, nomenclature, lot, ID, serial number, and quantity.
 - 4.1.23.2.2. Inspection and maintenance of munitions test equipment and MMHE by type, serial number, or ID.
 - 4.1.23.2.3. TCTO actions.
 - 4.1.23.2.4. Status of AWM/AWP.
 - 4.1.23.2.5. Munitions monthly, quarterly, and semiannual inventories.
 - 4.1.23.2.6. Mobility equipment inspections.
 - 4.1.23.2.7. Hazardous waste disposal equipment inspections and maintenance.
 - 4.1.23.2.8. Status of actions taken for approved ADRs.
 - 4.1.23.3. Weekly Munitions Maintenance Schedule. Based on the monthly munitions maintenance plan, aircrew training requirements, support requirements, and in coordination with element supervisors, develops a weekly munitions maintenance schedule. The proposed schedule:
 - 4.1.23.3.1. Provided in advance to section superintendent and element supervisors and discussed at the meeting
 - 4.1.23.3.2. Additions, deletions, or changes to the schedule are discussed and included, if appropriate
 - 4.1.23.3.3. AWM/AWP files are discussed and every effort made to include it in the schedule
 - 4.1.23.3.4. Show realistic start times for work on the day it is scheduled. Avoid the use of "as required" work-orders since they inhibit the effective use of resources. Use the CAS-B generated schedule to the maximum extent possible.

4.1.24. Munitions Control Facilities. Munitions control is located, equipped, and arranged to ease the collection, recording, and dissemination of information essential for command, control, and communications.

4.1.24.1. Munitions control facilities must meet the following minimum standards, to include construction to meet the minimum security standards commensurate with the information maintained and stored.

4.1.24.1.1. The door must be of metal or metal covered construction with a peep hole or other suitable method to identify personnel before granting entry. Doors must be mechanically or electrically locked to control access.

4.1.24.1.2. Rooms completely enclosed, air conditioned, and heated. Walls and ceilings covered with acoustical material to reduce noise levels.

4.1.24.1.3. Floors covered with an industrial grade carpet.

4.1.24.1.4. Standby power and emergency lighting are required.

4.1.25. Maintains the following records and documentation: Civil Engineering (CE) inspections (ohms testing) of lightning protection and static ground systems. Testing and visual inspection will be performed at intervals according to DoD 6055.9-STD, AFMAN 91-201, AFI 32-1065, and T.O. 11N-20-2.

4.1.26. Munitions Control Personnel. Assigned individuals must adapt well to stress, speak clearly and concisely. They must be knowledgeable of the duties/responsibilities of munitions control, each element in the flight, and proper radio and telephone procedures.

4.2. Combat Ammunition System (CAS). The purpose of CAS is to enhance United States Air Forces combat capability by providing effective munitions logistics Command and Control (C2) at each level of combat direction and execution from the base-level unit through the Joint Chiefs of Staff. Element is responsible for operating the system, commensurate with mission needs and maintaining connectivity to satellite units.

4.2.1. CAS-B (Base) is the standard USAF accountable base-level automated munitions data system. It automates a wide range of functions to support munitions maintenance and inventory control activities.

4.2.2. CAS-B host sites (not satellites) use the AT&T 3B2 / 600G mainframe computer. A System Security Officer (SSO) and System Administrator (SA) must be assigned by the unit commander IAW AFM 171-824 Volume I.

4.2.3. The SA must have on hand AFM 171-824 Vol I (CAS-B Computer Operation Manual), AFM 136-824 Vol I (CAS-B Users Manual), and applicable publications referenced in the manuals.

4.2.4. DDN and blacker (comm) connections must be checked periodically on a daily basis to ensure connectivity to CAS-C (command) and CAS-A (ACP - Ammunition Control Point).

4.2.5. All CAS-B units will notify MAJCOM (CAS-C) when they are down (off line) for more than one day, excluding weekends and holidays. Failure to do so will result in data transfer problems.

4.2.6. Each CAS-B host site will have a minimum of two operators that have attended the CAS-B 3B2 system operators course. Class dates may be scheduled through the MAJCOM.

4.2.7. Prior to reporting trouble calls to the CAS Help Desk, reference the Help Desk Precall Checklist located in AFM 171-824 Vol I.

4.2.8. The use of program ISC05A is limited to the SA for problems that can not be resolved by the CAS Help Desk. Prior to using this program the unit must have recommendation from the CAS Help Desk and authorization from MAJCOM. (CAS-C).

4.3. Combat Plans/Training Standardization Element. Element will be established in all flights that have a combat deployment mission. The flight is optional for units with no deployment taskings but is encouraged for management of all other training requirements. The element is responsible for administering the Munitions Mobility Training Program (MMTP) and combat plans for the flight to include deploying resources. Focus must be directed on the flight's capability to support all contingencies in tasked OPlans with trained personnel and optimum resources.

4.3.1. MMTP is a hands-on proficiency training program for 2W0X1 personnel, E-7 and below, who fill primary mobility positions. Training will be conducted a minimum of every six months. The program covers all facets of the unit's conventional munitions contingency taskings. It is geared to provide personnel a core knowledge and not to fully qualify them in all tasks. Section superintendents must ensure that all required personnel receive initial, and recurring training. Flight Chief will approve all lesson plans after coordination with Wing safety (overall safety contents) and Quality Assurance (contents for technical accuracy). The MMTP instructor should be an individual with considerable maintenance technical experience and permanently assigned to the element.

4.3.1.1. Establish a Munitions Assembly Conveyor (MAC) training program for munitions listed on the UCML. The training program consists of two phases: Classroom instruction and practical (hands-on) training.

4.3.1.1.1. Approved formal lesson plan for classroom instruction.

4.3.1.1.2. Objective: Instruct all personnel in the tasks required to accomplish the unit's MEP during transition to conflict and general conflict.

4.3.1.1.3. Safety: Include safety devices or features according to AFMAN 91-201 and item T.O.s.

4.3.1.1.4. Hazards: Special hazards according to tech data.

4.3.1.1.5. Identification of components according to item T.O.

- 4.3.1.1.6. Inspection of components according to T.O. 11A-1-63 or the specific item T.O. (-63 is preferred).
- 4.3.1.1.7. Rapid assembly of components according to T.O. 11A-1-63.
- 4.3.1.2. The practical phase must emphasize set-up for mass production, use of power tools and on-the-spot maintenance procedures (such as, use of thread chasers, and so forth). This phase will consist of:
 - 4.3.1.2.1. Physical inspection of components according to T.O. 11A-1-63 or specific item T.O. (use -63 when procedures are included).
 - 4.3.1.2.2. Physical assembly of the complete rounds according to T.O. 11A-1-63 or the specific item T.O. (use -63 when procedures are included).
- 4.3.1.3. Provide MAC training for all personnel upon assignment to munitions assembly duties in support of wartime or contingency taskings. Provide classroom training before participation in practical training. Personnel accomplish MAC training every 12 months. Participation in a MAC operation during a local exercise counts as MAC training. The Flight Chief establishes the number of personnel to train on each tasked munitions in order to meet the unit's most demanding war-time or contingency requirement. In determining this, the Flight Chief considers the highest probable usage of each tasked munitions, the complexity of the task, and the need for flexibility in the use of personnel.
- 4.3.1.4. The use of inert components for this training is recommended. If inert components are not available, live munitions may be used provided serviceability is not jeopardized and use is not prohibited by technical data or higher headquarters.
- 4.3.1.5. Document classroom and practical training on AF Form 1098, or CAMS automated forms are preferred over manual.
- 4.3.2. Combat Plans is the flight's focal point for mobility planning and execution. The Flight Chief will designate the sections and elements responsible for maintaining the deployment packages and equipment. This should be delineated in formal flight guidance. Combat plans supervisor will:
 - 4.3.2.1. Ensure Munitions Employment Plans (MEPs) are formally developed in support of all tasked OPlans. MEPs will be developed IAW PACAFI 10-404. Maintain copies of all MEPs and supporting documents on file.
 - 4.3.2.2. Direct munitions deployment planning in coordination with the Flight Chief and section superintendents.
 - 4.3.2.3. In conjunction with section superintendents, identify equipment and personnel to meet all deployments.
 - 4.3.2.4. Assure deploying personnel are trained and provided with the necessary documents, individual equipment, and immunizations. Will file and account for all personnel folders.
 - 4.3.2.5. Monitor the status of personnel and equipment identified to support deployment plans, and maintain current status lists.
 - 4.3.2.6. Verify flight equipment is marked, packaged, and inspected at the required intervals.
 - 4.3.2.7. Provide weekly status to the Flight Chief at the weekly scheduling meeting, highlighting any potential/actual LIMFACS and recommended corrective actions.

Chapter 5

GENERAL REQUIREMENTS

5.1. Locally Manufactured Munitions Equipment (LMME). Manufacture of procurable items is restricted to those which are mission essential. LMME encompasses all equipment which handles, transports, supports munitions (except storage shelves) or gauges, measures, tests, or verifies systems, subsystems, components, or item integrity. It does not include simple cable adapters or plugs constructed as troubleshooting aids to replace pin to pin jumper wires specified in T.O.s. The LMME pamphlet will be consulted prior to units developing their own unique LMME. Approval is not required for those LMME items adopted from the MMHE Focal Point Pamphlet, provided no changes are made to the LMME and the pamphlet containing that LMME is retained. Approval also is not required for LMME listed in item technical orders provided no changes are made. LMME will be approved by the Munitions Flight Chief after coordination with Quality Assurance and Weapons Safety. New items will be submitted to the focal point for possible inclusion in their pamphlet.

5.1.1. LMME used to support munitions items over extended periods of time will have AFTO Forms 244 or automated form attached. At a minimum annual visual inspections will be performed to verify integrity of LMME.

5.2. International Organization for Standardization (ISO) Containers. ISO containers are used for the shipment and storage of conventional munitions. When ISOs are used for storage, munitions inspection cycles will be extended to inside storage intervals as defined by specific item technical data. Approval from the MAJCOM functional manager for conventional munitions is required before an ISO can be used for anything other than its intended purpose.

5.2.1. Units will maintain containers in serviceable condition for munitions redistribution or storage at all times.

5.2.2. Containers will not be used to store equipment or materials that would render them non-certifiable under the Convention for Safe Containers (CSC), i.e., items containing liquids.

5.2.3. Holes will not be made in any part of a container. Blocking and bracing must be installed in a manner that prevents the need to insert nails or screws into the floor or walls of containers.

5.2.4. Containers will be placed on four inch dunnage when stored on unimproved surfaces to prevent rust and water damage. When stacked, locking pins will be inserted between loaded containers to the maximum extent possible.

5.2.5. CSC Inspection: Performed by certified CSC inspectors IAW MIL-HDBK-138A, Container Inspection Handbook. For containers that pass inspection, stencil or stamp the new due date on the data plate inspection record.

5.2.5.1. Documented using AFTO Form 244/245 or automated form. Send original CSC inspection (5-year, 30-month, and after-repair) reports to MAJCOM Munitions Staff and maintain an inactive file copy for 1 year.

5.2.5.2. CSC inspector training requirements will be identified to HQ PACAF/LGWS. Units should additionally budget for TDY training requirements in case of TDY-to-School bogey shortfall.

5.2.5.3. Units will budget annually for container maintenance costs. Maintenance will be limited to minor repair and preventive measures, such as re-attaching placard holders and data plates and lubricating seals and locking mechanisms

5.2.5.4. Account for containers through CAS-B, using NSN 8140-01-296-7241 and appropriate condition code (CC). Serial number accountability will be maintained as locally determined. Containers will only be assigned to CCs A, F, G, or H. Containers in CC H will be reported to MAJCOM Munitions Staff by message. Unserviceable repairable containers will be assigned AWM/AWP work orders through CAS-B, parts ordered as necessary, and action taken to return them to serviceable condition.

5.2.5.5. Container shipments: Shipping documents will be produced for each container to be shipped IAW AFI 21-202. Prior-to-use inspections will be performed before loading munitions for shipment and will consist of a visual interior and exterior examination for obvious defects. Documentation of this inspection will be acknowledged by signing the DD Form 1348-1 "Inspected By and Date" block. Shipping documents will be attached to the inside of a door on each container. Units with bar-code capability will place bar-codes quantity on exterior of container with labels coded to show; NSN, lot, condition code for each item inside container. Labels will be placed on the door near the consolidated data plate.

5.3. General Element Procedures. The following are common standards that all element supervisors will enforce.

5.3.1 AFTO Form 350 is optional except as indicated:

5.3.1.2. Items needing repair outside the Munitions Flight require a AFTO Form 350.

5.3.1.3. Items failing Storage Monitoring Inspection require either an AFTO Form 350 or the appropriate DD Form 1500-series tag. Items are not required to be segregated from other stocks for failing SMIs.

5.3.2. DD Form 1500-series tags are mandatory for other than CC/A assets and are completed according to T.O. 00-20-3. Additionally, items are tagged as follows: One tag is attached to each crate, box, metal container, or banded pallet, each loose item or each item on an unbanded pallet. EXCEPTION: One tag may be used per stack for items that are block stacked, e.g., 20MM ammunition, MJU-7 flares, as long as normal lot-to-lot segregation is maintained. Items that are AWM/AWP will have the off base document number annotated along with the JCN/work order number on the reverse side of the tag.

5.3.3. Personnel properly maintain emergency eyewash and showers as per AFOSH STD 127-32, Emergency Showers and Eyewash Units.

5.3.4. People use AFOSH STD 91-46, Materials Handling and Storage Equipment, to inspect, weight check, stencil, etc., lifting devices (i.e., overhead hoists, cranes, etc.).

5.3.5. Technicians properly store flammable and combustible liquids according to AFOSH STD 127-43, Flammable and Combustible Liquids.

5.3.6. Workers properly wear, inspect, and store respirators as required in AFOSH STD 48-1, Respiratory Protection Program.

5.3.7. Personnel store oily rags and other waste in proper containers, and empty the containers daily per AFOSH STD 127-66, General Industrial Operations.

5.3.8. Personnel perform and document fire extinguisher inspections required in AFOSH STD 127-56, Fire Protection and Prevention.

5.3.9. Use cleaning fluids in well ventilated rooms as outlined in AFOSH STD 161-2, Industrial Ventilation.

5.3.10. Proper maintenance of shelf life items (lubricants, paint, etc.) as per T.O. 00-20K-1, Inspection and Control of USAF Shelf-Life Equipment.

5.3.11. Vehicle pintle hooks and attaching hardware meet requirements of T.O. 36-1-121, Standardization of Lunettes and Pintles (Towing Attachments).

5.3.12. Maintain a copy of all applicable MSDS' for all hazardous consumables maintained. The MSDS's will be located to ensure personnel using the material have access to them. Example, located on the paint locker.

Chapter 6

MUNITIONS SEMINARS

6.1. General. The munitions seminars established in PACAF consist of two separate programs. The munitions inspection seminar has been chartered to improve the munitions stockpile by providing standardized munitions inspection methods for use within PACAF. The Combat Ammunition System (CAS) seminar has been developed to provide the PACAF user hands-on training in CAS-B. These seminars augment formal training offered by AETC and provide PACAF munitions personnel

the opportunity to improve their technical proficiency. Development and presentation of the munitions seminars will be performed by the seminar instructor staff (18 MUNS/HQ PACAF/LGWI).

6.2 . Munitions Inspection Seminar. Completion of the munitions inspection seminar or the AETC inspection course is mandatory for all PACAF personnel assigned munitions inspection duties (including MAGNUM QAEs), prior to certification of inspection documents. Attendance of AETC graduates at the PACAF seminar is a flight chief option, however, attendance is strongly encouraged. The Munitions Flight Chief may temporarily waive attendance at the PACAF seminar to prevent work stoppages until the next available seminar. Seminar graduates should have six months remaining in PACAF upon completion of the seminar. Seminars will be held at PACAF locations IAW a schedule published by PACAF/LGW. Requests for schedule changes will be addressed to PACAF/LGW.

6.2.1. Seminar Content. The munitions inspection seminar will consist of blocks of instruction on ammunition familiarization, levels of supply, the Air Force product assurance program, materiel deficiency reporting, explosive safety procedures, storage and transportation (packaging, marking, labeling, placarding, unitizing, drawings), hazard identification, compatibility, the Air Force publication index system, the technical order improvement program, the worldwide suspension/restriction system, catalog data, performance and documentation of munitions inspections, condition codes, color codes and inspection of reusable containers and scrap material. Current federal law, DoD standards, Air Force regulations, and specific item technical orders will be used as reference. All changes to the contents of the munitions inspection seminar will be approved by HQ PACAF/LGWS. Input for suggested changes may be routed through HQ PACAF/LGW, which will perform a periodic review of the Plan of Instruction (POI) to update seminar contents for inclusion of essential elements of the PACAF munitions inspection mission.

6.2.2. Seminar Surveys. Student surveys will be taken prior to and at the conclusion of each seminar in order to collect feedback, validate, and improve the seminar. Historical records of each seminar will be maintained by the seminar staff.

6.2.3. Seminar Testing. A series of four tests will be conducted throughout the seminar. An overall grade of 75 percent must be obtained in order to successfully complete the seminar.

6.2.4 . Seminar Attendance Requirements. Attendees should possess a 5 or 7 skill level and be assigned munitions inspection duties. Each seminar is limited to ten students for a period of 10 duty days. Students will not be excused from class. All students must be advised not to make appointments or other commitments that will interfere with attendance.

6.2.5. Host Unit Requirements. Funding will be the responsibility of each unit. Units hosting a seminar will:

6.2.5.1. Provide a classroom with adequate space to accommodate at least 10 students with a comfortable learning atmosphere.

6.2.5.2. Provide transportation for seminar instructors. Vehicle support will be needed to transport approximately ten crates of seminar materials to and from the classroom, as well as daily transportation of seminar personnel.

6.3. CAS Seminar. The CAS seminar is a HQ PACAF/LGW solution to a documented need for a formal training course to increase the user's knowledge of the system and improve asset location records and accountability throughout PACAF. It is designed to provide flexible, user-friendly, step-by-step instructions to assist the CAS users in learning the full capabilities of the system. The CAS-B seminar will cover all aspects of the system, or can be tailored to include only those individual modules necessary to fulfill each shop's needs. CAS seminar attendance is mandatory for individuals possessing a USER-ID for all system areas. (SA,SSO, operators etc.). For all others, attendance is strongly encouraged. Inclusion in other courses provides a more thorough understanding of the entire system. The Munitions Flight Chief in coordination with the MASO (if not the same person) may temporarily waive PACAF CAS seminar attendance to prevent work stoppages until the next available seminar. Seminars will be held at PACAF locations IAW a schedule published by PACAF/LGW. Requests for schedule changes will be addressed to PACAF/LGW.

6.3.1. Seminar Content. The CAS seminar currently consists of seven different courses. Additional courses may be developed in the future. Recommendations for improvements and new materials to be included in the CAS seminar should be forwarded to HQ PACAF/LGW. The current courses are:

6.3.1.1. Overview & General Course: Provides each student with a general knowledge of the CAS system to include relations between CAS-A, CAS-C, CAS-D, as well as

CAS-B. Hands-on training will be provided in accessing CAS-B; navigating the system; accomplishing all types of inquiries; loading, changing, deleting, and processing work orders; loading, changing, deleting, and updating equipment and personnel; and finally requesting and interpreting general reports used by all shops.

6.3.1.2. Inspection Course: Provides hands-on training in processing receipts, turn-ins, inspection history updates, condition code changes, ammunition disposition requests, automatic shipments, selective identity changes, selective lot number changes, regrouped lot numbers, and suspensions.

6.3.1.3. Operations Course: Provides hands-on training in processing indicative data inquiries; inquiring, loading, changing, and deleting organizations and their asset levels; processing issues; due-outs, requisitions, shipments, and reverse posts; updating and inquiring intransits; processing special and complete inventories; researching inventory discrepancies; and all actions required for document control.

- 6.3.1.4. Storage Course: Provides hands-on training in loading, changing, and deleting structure data including NEW authorization, distances, waivers, exemptions, and deviations; storage planning, obligating/de-obligating storage space; location changes; and re-warehousing.
- 6.3.1.5. LOGMARS Course: Provides hands-on training in processing receipts and inventories with hand-held terminals.
- 6.3.1.6. Complete Round Course: Provides hands-on training in processing complete round analysis, issues, assemblies, and expenditures.
- 6.3.1.7. Managers Course: Provides managers a basic knowledge of CAS-B and its capabilities, while covering available reports that can be used in day-to-day management.
- 6.3.1.8. Seminar Surveys. Student surveys will be taken prior to and at the conclusion of each seminar in order to collect feedback, validate, and improve the seminar. Historical records of each seminar will be maintained by the seminar staff.
- 6.3.1.9. Seminar Testing. Each course consists of a number of quizzes, a closed book test, and a hands-on open book test. The quizzes make up 40% of the total grade and the tests make up the remaining 60%. An overall grade of 75 % must be obtained in order to successfully complete the seminar.
- 6.3.1.10. Seminar Attendance Requirements. Attendees should possess a 3 skill level and be assigned duties requiring them to utilize CAS-B. Each seminar will last 2 weeks. The courses covered during this period will depend on each units desires. Each class is limited to 2 students per terminal. Students assigned to a class will not be excused and must be advised not to make appointments or other commitments that interfere with attendance.

6.4. Host Unit Requirements.

- 6.4.1. Provide one terminal and a separate system designator for every two students.
- 6.4.2. Make billeting and vehicle reservations through the local billeting office and Transportation Squadron for seminar instructors. The Transportation Squadron will provide the seminar instructors with a vehicle to transport instruction material and text to and from the classroom, as well as daily transportation of seminar instructors.

6.5. PACAF Quality Assurance Specialist (Ammunition Surveillance) - QASAS.

- 6.5.1. A QASAS is assigned to HQ PACAF/LGW. This position is attached to the 18th Munitions Squadron, but will be functionally controlled by HQ PACAF. The PACAF QASAS is responsible for those duties outlined in the QASAS job description, specific tasking from HQ PACAF, and:
 - 6.5.1.1. Providing structured munitions inspection training to PACAF munitions inspectors as directed by HQ PACAF/LGW.
 - 6.5.1.2. Performing spot, over-the-shoulder evaluations of munitions inspectors and providing training to correct noted deficiencies.
 - 6.5.1.3. Traveling to PACAF locations as directed by HQ PACAF/LGW to address surveillance and inspection issues affecting serviceability of the stockpile.
 - 6.5.1.4. Reporting inspection or surveillance deficiencies up-channel to HQ PACAF/LGW along with recommended corrective actions.
- 6.5.2. The QASAS will function as the advisor for all matters associated with munitions inspection and serviceability.
- 6.5.3. The QASAS will serve in a supervisory capacity for the CAS seminar, providing broad-based oversight and coordinating support. In-depth CAS technical expertise will be maintained by munitions seminar personnel and HQ PACAF/LGW.

Chapter 7

MUNITIONS ACTIVITIES GAINED BY NEGOTIATIONS OF USAF/ROKAF MEMORANDUM OF UNDERSTANDING (MAGNUM)

7.1. General. MAGNUMs store USAF titled munitions in ROKAF facilities. USAF personnel provide technical assistance, surveillance and evaluation of ROKAF management and maintenance actions IAW the USAF/ROKAF Memorandum of Agreement (MOA). The primary purpose of the MAGNUMs is to ensure accountability and serviceability of the USAF titled munitions to ensure readiness for war plan taskings. The 8 and 51 FW MAGNUMS will be managed and controlled through their respective commanders. This is the only section pertaining to the management of the MAGNUMs and for the evaluation of ROKAF MAGNUM management.

7.2. Commander Responsibilities.

- 7.2.1. The 607 MMS/CC is responsible for making MASO appointments except for 8 and 51 FW MAGNUMS.
- 7.2.2. All USAF commanders will:
 - 7.2.2.1. Ensure that all MAGNUM's operate on a standard ROKAF duty schedule.
 - 7.2.2.2. Limit the additional duties/TDY's for all personnel assigned to munitions storage areas covered by MOUI FB52CX-MOUI-2004 to matters directly related to their MAGNUM or WRSA storage operations.

7.3. 607 ASUS Munitions Staff Responsibilities. The munitions staff is responsible to the 607 ASUS Commander (607 ASUS/CC) for management of MAGNUMs. The munitions staff will:

- 7.3.1. Visit each MAGNUM at least quarterly. A written trip report will be sent to the 607 ASUS/CC for review. An information copy will be provided to HQ PACAF/LGW and 8 and 51 FW Munitions Flights.
- 7.3.2. Review plans and assure MAGNUM Senior Quality Assurance Evaluators (SQAEs) understand the MAGNUM concept and how to evaluate ROKAF management of the storage site.
- 7.3.3. Review and evaluate accountability and surveillance of stored WRM munitions stocks through sample inventory (at least ten percent of each MAGNUM account will be inventoried during quarterly visits) and provide assistance to assure effective munitions inventory management.
- 7.3.4. Monitor and ensure the ROKAF facilities at each location where munitions are stored support the contingency or wartime mission.
- 7.3.5. Provide functional expertise and payment invoicing to the USAF Executive Agent on matters affecting the terms and conditions of the MAGNUM MOA.
- 7.3.6. Consolidate and review the COB MAGNUM Munitions Capability Report (RCS PAF-LGW(Q)7437) and Master Storage Plan (RCS: PAF/LGW(A-AR)7201). Forward these reports to HQ PACAF/LGW IAW chapter 10.
- 7.3.7. Provide orientation and responsibilities briefing to each COB MAGNUM Senior QAE and Accountable Officer within 30 days of arrival.
- 7.3.8. Review all AFTO Forms 22 submitted by COB MAGNUM personnel on munitions and munitions handling equipment technical orders. Sign block 12 of the AFTO Form 22.
- 7.3.9. Consolidate COB MAGNUM PEC 28030 budget input for operation and maintenance funds and forward to HQ PACAF/LGW.
- 7.3.10. Assist Senior QAEs and Accountable Officers with COB MAGNUM contingency and OPlan requirements (includes Base Support and Munitions Employment Planning and creation of OPlan outload and receipt schedules).
- 7.3.11. Ensure all QAEs attend the PACAF or AETC Munitions Inspection Seminar, as soon as a course becomes available.
- 7.3.12. Publish an In Progress Inspection (IPI) list and provide it to the applicable COB MAGNUM's.
- 7.3.13. Provide Combat Ammunition System-Base (CAS-B) oversight and training to all personnel assigned to COB MAGNUMs.
- 7.3.14. Publish a 607 ASUS supplement to AFI 21-203, 204, 205 to detail procedures unique to MAGNUM operations. Supplement will be provided to HQ PACAF/LGW for review and approval prior to being published.
- 7.3.15. Approve all LMME for use in the COB MAGNUMs.
- 7.3.16. 607 ASUS/LGW will approve inventory adjustment vouchers for all COB MAGNUMs.
- 7.3.17. Provide MAGNUM concept briefing to the SQAe and the Munitions Flights of the 51st and 8th MXS's.
- 7.3.18. Provide invoicing to the USAF Executive Agent on matters affecting payment of the terms and conditions of the MAGNUM MOA.
- 7.3.19. Provide orientation and responsibilities briefing to the 8th and 51st MXS Munitions Flights and SQAe within 30 days of arrival.

7.4. The 8 and 51 Munitions Flights Responsibilities. The munitions flight is responsible to the appropriate Wing Commander for management of MAGNUMs. The munitions flight will:

- 7.4.1. Review plans and assure MAGNUM senior Quality Assurance Evaluators (QAEs) understand the MAGNUM concept and how to evaluate ROKAF management of the storage site.
- 7.4.2. Review and evaluate accountability and surveillance of stored WRM munitions stocks.
- 7.4.3. Monitor and ensure the ROKAF facilities at each location where munitions are stored support the contingency or wartime mission.
- 7.4.4. Provide functional expertise on matters affecting the terms and conditions of the MAGNUM MOA.
- 7.4.5. Incorporate applicable MAGNUM information into the Munitions Capability Report (RCS PAF-LGW(Q)7437) and Master Storage Plan (RCS: PAF/LGW(A-AR)7201). Forward these reports to HQ PACAF/LGW IAW chapter 10.
- 7.4.6. Provide orientation and responsibilities briefing to each MAGNUM Senior QAE within 30 days of arrival.
- 7.4.7. Review all AFTO Forms 22 submitted by MAGNUM personnel on munitions and munitions handling equipment technical orders.
- 7.4.8. Incorporate MAGNUM PEC 28030 budget input for operation and maintenance funds into Munitions Flight financial plan, and forward a copy to 607 ASUS/LGW.
- 7.4.9. Ensure MAGNUM contingency and OPlan requirements are included in Base Support and Munitions Employment Planning and include creation of OPlan outload and receipt schedules.
- 7.4.10. Ensure all QAEs attend the PACAF or AETC Munitions Inspection Seminar, if needed and as soon as a course becomes available.
- 7.4.11. Ensure an In Progress Inspection (IPI) list is provided to the MAGNUMs.
- 7.4.12. Approve all LMME for use in the MAGNUMs and provide a copy to 607ASUS/LGW.
- 7.4.13. Ensure QAE's are dedicated to MAGNUM support only and not tasked with additional duties, unrelated TDY's, or details.

7.4.14. Ensure SQAE's are appointed for a minimum of 12 months, to ensure continuity between USAF and ROKAF personnel.

7.5. QAE Responsibilities. In addition to the following duties, the MAGNUM Senior QAEs will comply with all applicable requirements in paragraphs 1.6 and 1.7:

7.5.1. Be responsible for monitoring and enforcing the terms contained in the Memorandum Of Agreement (MOA).

7.5.2. Requisition and provide the ROKAF all technical publications, directives, AFOSH standards and applicable forms. The ROKAF will maintain the publication files, with assistance from the QAE.

7.5.3. Advise the ROKAF of wartime or contingency concepts of operation within applicable security guidelines.

7.5.4. Establish and maintain a continuity folder which will contain the following minimum information:

7.5.4.1. A list of all reports applicable to the MAGNUM, suspense dates, governing directives and distribution requirements.

7.5.4.2. Pertinent 607 ASUS directives and policy letters.

7.5.4.3. Copies of the quarterly 607 ASUS/LGW visits and actions taken.

7.5.4.4. An end of tour report completed by the senior QAE outlining accomplishments, problems encountered and suggestions.

7.5.4.5. Any documentation required to be maintained by 607 ASUS/LGW, or respective wings.

7.5.4.6. Monitor explosive and ground safety programs for ROKAF compliance with USAF standards. Inform the ROKAF of the explosive safety hazards involved with the storage of USAF munitions.

7.5.4.7. Coordinate disposal of unserviceable munitions, as authorized by the MASO, with the USAF main support base EOD unit(s).

7.5.4.8. Monitor the accountability and control of consumable supplies, government furnished equipment, tools and special equipment required for maintenance or storage operations IAW applicable USAF instructions and technical orders. The QAE will coordinate with ROKAF on all supply requirements and will follow USAF established supply procedures when requesting items through USAF supply channels.

7.5.4.9. Monitor the security of USAF resources IAW AFI 31-209 and DoD 5100.76-M.

7.5.4.10. Report quantity distance safety zone violations not already addressed by waiver or exemptions.

7.5.4.11. Ensure recall information for USAF MAGNUM personnel are included into applicable recall plans. A copy of recall information will be forwarded to 607 ASUS, in case a recall needs to be initiated.

7.5.4.12. Establish relevant emergency action checklists. As a minimum these will be bilingual and include wartime or contingency plan execution notification, fire, severe weather, accident or incident and loss of communications.

7.5.4.13. Review Munitions Employment Plans (MEPs) to verify actions are viable.

7.5.4.13.1. Aspects of the plan requiring ROKAF support will be sanitized (i.e., put in unclassified and releasable form), translated, and coordinated with 607 ASUS/LGW and appropriate ROKAF organizations. For example: for munitions receipts or out shipments, the ROKAF can be advised of the concept of operations, types of munitions, storage or breakout location, mode of transportation, etc., without divulging quantities, origin or destination, and timing. The medium used to transmit the information (i.e., checklist, flow plan, letter) to the ROKAF will be determined by the senior QAE. Limiting factors, shortfalls, and constraints must be identified to 607 ASUS/LGW.

7.5.4.14. Conduct and document explosive safety and maintenance training of USAF and ROKAF supervisors and technicians.

7.5.4.15. Develop bilingual Local Operating Instructions (LOIs), with assistance of 607 ASUS/LGW personnel and Korean translator to maintain munitions in a safe, reliable manner. LOIs will be signed by the ROKAF Maintenance Supervisor and the Senior QAE. LOIs addressing explosive operations must be coordinated through 607 ASUS and ROKAF Squadron Commander.

7.5.4.15. Notify 607 ASUS/LGW staff office of any ROK facility construction or modification.

7.5.4.16. Ensure security requirements for CAS-B are maintained.

7.5.4.17. Send all AFTO Forms 22 through 607 ASUS/LGW, or respective munitions flights, for review.

7.5.4.18. Area security will be IAW ROKAF regulations and policies. QAEs will monitor and ensure the requirements of AFI 31-209 and DoD 5100.76-M are met.

7.5.4.19. Ensures TCTOs on munitions and MMHE are accomplished and reported using the TCTO Tracking System. For 8 and 51 FWs, TCTOs will be tracked through their respective Munitions Control Sections.

7.5.4.20. Ensures Tactical Missile Record System (TMRS) is updated on all missiles and components. ROKAF personnel may assist with this requirement, however, the Senior QAE will ensure accomplishment.

7.5.4.21. Establish and forward a list of tasks requiring in process inspection (IPI) to the 607 ASUS/LGW for approval. The 8 and 51 FW Munitions Flights will maintain and forward IPI updates to the 607 ASUS. The listing will include work unit code, nomenclature and the step within the task which requires the IPI. IPIs will be performed by USAF QAEs and are documented by entering the statement "IPI complied with" and signature of USAF QAE performing the IPI on the work order directing the maintenance or inspection or on a locally developed form.

7.5.4.22. The 607 ASUS will combine and submit one consolidated COB MAGNUM budget. The 8 and 51 FW will submit their financial plans through their appropriate channels and provide information copy to 607 ASUS. These budget requests are in support of International Agreement FB52CX-MOUI-2004.

7.5.4.23. Develop plans for denial of conventional munitions and components IAW Chapter 9. The fighter wings' MAGNUM will consolidate denial plans with the main base at the option of 607 ASUS/LGW and applicable flight chief.

7.5.4.24. Ensures the dispersal of WRM munitions IAW paragraph 3.1.31. MAGNUMs collocated with an on base storage location are considered one area for dispersal purposes.

7.5.4.25. Ensure ROKAF personnel assigned inspector duties are properly trained and qualified to perform inspections prior to certifying inspection documents. ROKAF munitions inspectors are designated in writing by the ROKAF OIC and the senior QAE. If a USAF QAE is appointed as a munitions inspector, they will be appointed by the respective commanders.

7.5.4.26. Ensure key and padlock procedures outlined in paragraph chapter 4 are complied with. MAGNUMs will use either a mechanized run or letter format, signed by the QAE and the ROKAF senior supervisor to authorize personnel to issue and receipt for keys to munitions storage structures.

7.5.4.27. Locally Manufactured Munitions Equipment (LMME). LMME encompasses all equipment which handles, transports or supports munitions (except storage shelves) or gauges, measures, tests or verifies systems, subsystems, components or item integrity. The 607 ASUS/LGW will be the approval authority for all LMME used in the MAGNUMs. The 8 and 51 FWs will serve as the approval authority for their LMME, and will send an information copy to the 607 ASUS. Approval letters will be maintained in the workcenter.

7.5.4.28. Use of DD Form 1500-Series Tags and AFTO Form 350. Procedures outlined in paragraph 5.3.2 will be complied with.

7.5.4.29. Ensure ROKAF personnel perform static ground and lightning protection inspections DoD 6055.9-STD, AFMAN 91-201, AFI 32-1065 and TO 11N-20-2 and document these inspections.

7.5.4.30. Ensure materiel deficiency reporting (MDR) is accomplished IAW T.O. 00-35D-54 and PACAF supplement. 607 ASUS/LGW, or 8 and 51 FW Munitions Flights, will function as QA for MDR purposes.

7.5.4.31. Maintain a master ID list for equipment items owned by the MAGNUM. The master ID list will track equipment items with a periodic inspection requirement. If other lists are available (TMDE, CAS, TMRS) they do not have to be transcribed to a single list. The Master ID list as a minimum will include ID number, item description, inspection interval(s) and date last inspected. ROKAF personnel may maintain the ID list.

7.5.4.32. All MAGNUMs will establish and maintain a deferred discrepancy file on munitions and equipment. The deferred discrepancy file will be divided into two sections, awaiting maintenance (AWM) and awaiting parts (AWP). Items in AWM or AWP status will be tagged with the appropriate DD Form 1500-series tag. In addition, the document number for items in AWP status will be annotated on the work order in the file.

7.5.4.33. A central control point for each MAGNUM is required. It must have adequate communications for emergency notification, and as a minimum one class "A" phone with secure voice capability.

7.5.4.34. Ensure a weekly and monthly maintenance schedule is published by the ROKAF with USAF QAE assistance.

7.5.4.35. Comply with AUR missile serialization plan as stated in T.O. 21M-1-101. Blocks of serial numbers to be used are listed in paragraph 2.1.10.3. Units assigned blocks of serial numbers will maintain a log showing serial numbers used and available.

7.5.4.36. Establish a schedule of test due dates and date next test will be performed for FSC 1325 computer control groups, GBU-15/AGM-130 components, precision guided munitions (PGM) and associated support equipment. These items should be scheduled throughout the calendar year to balance MAGNUM workload.

7.5.4.37. Prepare and submit the (RCS: PAF/LGW (A-AR)7201), Munitions Storage Plan IAW chapter 10 to 607 ASUS/LGW for consolidation. The 8 and 51 FW Munitions Flights will submit reports directly to HQ PACAF/LGM, and send an information copy to the 607 ASUS. ROKAF personnel may assist or accomplish this report.

7.5.4.38. Ensures all assets are stored using sound warehousing techniques and IAW all applicable technical directives.

7.5.4.39. Airfoil groups in storage will be segregated by A/A date or DOM (synonymous).

7.5.4.40. Ensure storage monitoring inspections (SMIs) are performed on items in storage. A schedule will be maintained showing all items requiring SMIs and their location. Items identified as deficient during SMIs will be tagged and scheduled for AWM action. However, these items do not need to be segregated in storage pending maintenance action.

7.5.4.41. Ensure munitions inspections are performed IAW T.O.s 11A-1-10 and 11A-1-60. An annual master schedule for the completion of inspections and functional tests required by T.O. 11A-1-10 will be maintained. Refer to chapter 3.2 for establishing and maintaining this schedule.

7.5.4.42. Initiate ammunition disposition reports (ADRs) and send reports to the appropriate munitions operations function.

7.5.4.43. Monitor shelf and service life dates by reviewing CAS-B file. If expenditure rates do not permit consumption within 24 months of shelf or service life expiration, report assets for disposition. A listing of assigned shelf or service life items will be maintained.

7.5.4.44. USAF QAE personnel will be the only personnel authorized to clear discrepancies for special certification purposes. A letter will be submitted to 607 ASUS/LGW for approval. The 8 and 51 MAGNUMs will submit requests to the appropriate munitions flights for approval. It will list names and type of certifications authorized. A copy of this letter or the special certification roster will be available in the workcenter.

7.5.4.45. The Senior QAE will maintain a current copy of all site plans, waivers, deviations and exemptions (AF Form 943s and maps) that apply to their respective MAGNUM.

7.6. Munitions Criteria:

7.6.1. Although they may be in the same storage structure, War Reserve Stocks for Allies (WRSA) munitions will be separated from USAF WRM stocks. All WRSA stocks will be marked with the appropriate FV account number and will not be marked with the term "WRSA".

7.6.2. WRSA and USAF WRM stocks will be maintained on separate stock record account numbers (SRANs).

7.6.3. Inspection samples for periodic surveillance of the stockpile will be based on the sum of both the WRSA and USAF WRM stocks if the same lot is in both accounts.

7.7. Munitions Operations Responsibilities. Each Accountable Officer will:

7.7.1. Maintain accountability of all assigned munitions IAW AFI 21-202.

7.7.2. Maintain separate munitions stock accounts for WRSA.

7.7.3. Assist Senior QAE execute responsibilities identified in paragraph 3.3 of this directive.

Chapter 8

18th MUNITIONS SQUADRON (MUNS)

8.1 General. This section addresses the operations and activities of the 18th Munitions Squadron (MUNS).

8.1.1 The 18th Munitions Squadron is assigned to the 18 WG, and has the primary mission of operating and maintaining a WRM munitions storage area for PACAF units; receiving, storing and shipping conventional munitions as directed by HQ PACAF in support of all command commitments; providing conventional munitions support to the 18 WG and other Kadena AB units for training and contingency requirements; maintaining an industrial complex to recover and renovate munitions. Its secondary mission is to provide munitions maintenance support for assigned aircraft of the 18 WG and to continue that support when elements of the wing deploy to other locations during contingencies and exercises. The 18th MUNS also provides munitions consumable support to other aircraft, agencies and service components, assigned to Kadena AB through supply point procedures. The 18th MUNS is governed by applicable chapters and sections of this instruction except as noted in the text of this chapter.

8.2. Organization. The 18th MUNS is organized IAW AFI 38-101 and attachment 1. The 18th MUNS will operate as an Independent Munitions Maintenance Unit (IMMU).

8.3. Responsibilities. The commander will:

8.3.1. Store and maintain all required conventional munitions in the proper configuration to meet operational requirements.

8.3.2. Provide munitions support to the 18 WG, PACAF and other forces as outlined in current plans, directives and agreements.

8.3.3. Equip and deploy munitions personnel as directed to initiate or assist in wartime or contingency operations.

8.3.4. Inspect, refurbish, and recover components of munitions as directed.

8.3.5. Operate facilities to renovate munitions and related components in order to retain or restore items to a serviceable condition.

8.3.6. Operate a deactivation furnace to neutralize explosive components in order to permit safe disposal or sale.

8.3.7. Provide direct support to the PACAF Inspection Seminar, i.e., funding (except TDY), equipment, vehicles and manning.

8.3.8. The 18th MUNS Commander is responsible for the operation of the squadron. The 18th MUNS/CC is further responsible for the following staff functions: squadron orderly room, training management, and maintenance supervision.

8.3.8.1. Squadron Section (Orderly Room). Responsible for the discipline, administration, housing, messing, health, welfare and morale of all personnel assigned and attached to the unit. Establishes procedures to provide for the dissemination of information on personnel availability, disciplinary needs, extra details, absences (medical or other reasons), appearance before boards and other such administrative actions. Provides counseling and guidance to unit personnel. Assures proper assignment of administrative personnel. Establishes effective administrative, documentation and security programs within the unit. Establishes procedures to receive, control, prepare and distribute non technical correspondence and reports for the unit. Maintains and processes personnel assignment documents. Prepares, publishes and distributes administrative orders. Maintains unit plans, recall rosters and related documentation in coordination with unit activities, i.e., COM, maintenance superintendent, mobility, etc.

8.3.8.2. Training. Is responsible for scheduling, monitoring and conducting (except production certifications and EOD requirements) training for the squadron, to include civilian personnel, qualification training (Air Force 40-series directives) and both elements of OJT (upgrade and qualification training). Also administers military training and the unit portion of the Weighted Airman Promotion System. Assists supervisors in identifying, scheduling and documenting training requirements. Ensures personnel are qualified to perform assigned duties and that a balance of skills are maintained within the squadron. Coordinates training provided by other activities such as field training detachments, mobile training teams, factory schools and Air Force technical schools.

8.3.8.3. Mobility Management Is responsible to the commander for planning, identifying resources, developing procedures and ensuring the readiness necessary for the 18th MUNS to respond to mobility requirements of wartime, contingency, and exercise plans.

8.3.8.4. Infrastructure Management. Serves as the focal point within the maintenance complex for all aspects of the management of facilities and development and coordination of commercial contracts. Monitors entire storage area concerning encroachment by local national farmers. The 18th MUNS Infrastructure Management will accomplish applicable responsibilities outlined in para 4.3

8.3.8.5. COM/Maintenance Superintendent. Is responsible for technical supervision and maintenance production of the squadron. Translates broad management objectives into specific guidance for the flight chiefs and coordinates the maintenance effort with the commander and flight chiefs. Also manages resources needed to accomplish the overall workload by monitoring the work force availability to ensure that work shift scheduling is tailored to provide maximum capability. Reviews maintenance plans and ensures flight chiefs understand and have the capability to accomplish their portion of the plans. Develops and executes all wartime and contingency plans involving the squadron, when directed by appropriate command authority. Responsible for performing inspections of maintenance activities, equipment and facilities. Performs personnel evaluations and deficiency and production analysis. Responsible for managing the materiel deficiency and technical order improvement reporting program. Manages the central technical order file. Monitors currency and applicability of technical data (including TCTOs). Provides assistance, advice and authoritative reference to the squadron commander, chief of maintenance, and other supervisors.

8.3.8.5.1. Technical Administration. Provides internal and external suspense management for the unit. Provides administrative support to those activities which are not directly managed by the four major flights (Management, Material, Production, Maintenance). Maintains the maintenance supervision file plan to include routine correspondence, reports, support agreements, plans, and messages. Prepares and processes outgoing and incoming maintenance correspondence and reports (include internal distribution). Maintains a master file of unit developed directives. Processes, and distributes classified correspondence. Manages the publications and forms program: establishes requirements, submits requisitions, and distributes publications and forms for the unit. Manages the records management program: ensures records and file plans are maintained IAW applicable guidelines. Prepares the unit recall roster.

8.3.8.5.2. Materiel Flight. The general responsibilities of munitions storage and inspection functions outlined in this instruction apply to the 18th MUNS Materiel Flight. Is responsible for the overall management of the munitions storage complex. Ensures all assets are stored using sound warehousing techniques and IAW all applicable technical directives. Is responsible for the movement of munitions from storage structures to support maintenance and inspection shops. Responsible for the overall management of TARRP and WRM outload programs. Responsible for the continuous surveillance and inspection of munitions and assigned ISO containers to determine serviceability. Is responsible for overall management of activities in inspection, sections.

8.3.8.5.3. Maintenance Flight. Responsible for providing organizational and intermediate levels of maintenance and disposal capabilities of assigned munitions items. Maintains liaison between military managers and supervisors and local national civilian employees. Is responsible for overall management of conventional maintenance, munitions renovation, box factory, metal fabrication and WRM missiles.

8.3.8.5.4. Management Flight.

8.3.8.5.4.1. Responsible for overall management of activities in munitions control, plans and scheduling, vehicle management, munitions operations, and CAS-B sections.

8.3.8.5.4.2. Acts as squadron command post during execution of OPlans.

8.3.8.5.4.3. Provides records files maintenance for workload data equipment maintenance and TCTO status.

8.3.8.5.4.4. Munitions control will assume applicable responsibilities as stated in this instruction. 18 WG and 18th MUNS will coordinate on those activities relating only to 18 WG aircraft munitions delivery and pickup. Weekly and monthly maintenance scheduling meetings will be conducted. These meetings will be chaired by the chief of maintenance (COM) or the 18th MUNS scheduling function.

8.3.8.5.4.5. Is responsible for overall management for accountability of all assigned munitions. Is the central point of contact for customer support (custody and consumption accounts). Maintains document files and audit trails for accountable transactions. Works with planning functions and assists in preparation of OPlan outload and receipt schedules and documentation.

8.3.8.5.4.6. Munitions Operations will establish and maintain a backup capability to operate without computer support.

8.3.8.5.5. Production Flight. Responsible for on-equipment and off-equipment maintenance, receipt, storage and delivery of assigned munitions and munitions items required by the 18 WG. Ensures repairable parts are processed IAW AFM 67-1/AFMAN 23-110. Performs scheduled and unscheduled maintenance when directed by TCTOs on munitions and like items.

8.4. Equipment Repair. Due to the unique capabilities (Weld shop, carpenter shop, age shop) within the 18th MUNS repair of assigned equipment can be accomplished internally. These items consist of MMHE used to transport munitions to and from the flight line and missile checkout sets.

8.5. Agreements. Support agreements will be monitored by the munitions maintenance liaison NCO. Agreements will be coordinated with the logistics plans flight.

8.6. Management Programs. The following management programs are assigned to the following activities for the 18th MUNS:

- 8.6.1. Financial Management: Squadron Resource Advisor.
- 8.6.2. Manning Management: COM/Maintenance Superintendent
- 8.6.3. Facility Management: Mobility/Facilities Management
- 8.6.4. Host-Tenant Agreements: Maintenance Liaison

NOTE: The 18th MUNS is responsible for budgeting for supplies and equipment required to maintain the PACAF Inspection Seminar.

8.7. Tactical Airmunitions Rapid Response Package (TARRP):

- 8.7.1. The TARRP concept was developed to provide munitions and equipment support from Kadena AB for deployed tactical aircraft of another unit within the Pacific AOR (notional deployment). TARRP is a standalone mobility tasking for Kadena. TARRP has been sized to support limited sortie generation rates for short duration at bare base locations where there are no existing or in-place munitions or support capabilities. TARRP packages consist of complete round munitions to support all tactical aircraft. Consult MEFPK for quantities and capability information. The package also includes a munitions emergency destruction capability. TARRP does not provide nuclear or chemical munitions capability.
- 8.7.2. TARRP must be in place not later than 24 hours prior to arrival of deploying aircraft.
- 8.7.3. HQ PACAF/LGW is the command OPR for the TARRP and in conjunction with applicable HQ PACAF staff agencies will:
 - 8.7.3.1. Develop a War Consumables Distribution Objective (WCDO) for TARRP configuration requirements.
 - 8.7.3.2. Direct airmunitions and component modernization and upgrade, to include RDOs as required to ensure asset availability.
 - 8.7.3.3. Review Unit Type Code (UTC) composition and capability statements.
 - 8.7.3.4. Ensure airlift is made available to deploy TARRP.
 - 8.7.3.5. Coordinate between HQ PACAF and USCINCPAC so that TARRP deployment is potentially deconflicted with any other large mobility operation at Kadena AB.
 - 8.7.3.6. Coordinate between HQ PACAF and USAF staff agencies on unit submitted requests for waivers to move incompatible explosives by air.
- 8.7.4. HQ PACAF, 5 AF, 18 WG, 18th MUNS and applicable units on Kadena AB will manage, control, maintain, inspect and plan for deployment of TARRP. The 18 WG/CC will:
 - 8.7.4.1. Ensure Annex W, Kadena AB Mobility Plan 28-4 addresses all facets of TARRP mobility munitions and personnel deployment. Responsibilities as outlined in appropriate Mobility Operating Procedures for specific unit taskings will apply and be tailored to support TARRP deployment.
 - 8.7.4.2. Direct the responsible agencies on Kadena AB to support TARRP deployment.
 - 8.7.4.3. Evaluate TARRP readiness by conducting an exercise at least semiannually. The Exercise Evaluation Team will grade each exercise and munitions will not be moved outside the MSA.
- 8.7.5. The 18th MUNS will:
 - 8.7.5.1. Act as UTC pilot unit and as OPR for all local matters pertaining to TARRP, to include quantity-distance and Net Explosive Weight (NEW) waivers.
 - 8.7.5.2. Preposition TARRP on 463L aircraft pallets for rapid deployment IAW cargo loading manuals (T.O. 1C-5A-9, 1C-130A-9 and 1C-141B-9), AFR 76-6, and higher headquarters directives. HQ PACAF/LGW will determine which UTCs will be pre-fragged and the 18th MUNS will build pallets according to their capability and available storage space.
 - 8.7.5.3. Ensure that section, flight, and squadron responsibilities are detailed in writing to support TARRP deployment and mission.
 - 8.7.5.4. Maintain the capability to deploy TARRP at the rate of two C-130 aircraft (C-141 or C-5 secondary aircraft) loads per hour, with first support airlift takeoff approximately nine hours after receipt of deployment notification and continuing until the TARRP is completely deployed or the exercise or contingency is terminated by higher headquarters authority.
 - 8.7.5.5. Ensure sufficient personnel, cargo handling equipment and transport vehicles are either authorized or available at Kadena AB.
 - 8.7.5.6. Ensure munitions are properly labeled and all associated documentation are prepared for air shipment IAW AFJMAN 24-204/1-4/AFI 24-204 (e.g., Shippers Declaration/18 Wing Form 9).
 - 8.7.5.7. Inspect and maintain, within unit capability, 463L aircraft pallets, nets, binders, chains and tie down straps to deploy TARRP. Obtain assistance from the 603 ALSG or 18 WG, as necessary.
 - 8.7.5.8. Establish and maintain a separate account for TARRP operating and maintenance funding expenditures. (Separate RC/CC under PEC 28030).
- 8.7.6. The 603 ALSG will:

8.7.6.1. Coordinate cargo staging with MCC/TCU and direct aircraft loading operations during deployment of TARRP.

8.7.6.2. Act as the on-scene authority for all matters, including safety procedures during aircraft loading.

8.7.7. The 18 WG/LGT will:

8.7.7.1. Ensure the 18th MUNS is provided authorized vehicles and materiel handling equipment (MHE) to deploy TARRP. Expedite all repairs and replace unserviceable transport vehicles and MHE within 30 minutes, during exercises and deployment.

8.7.7.2. Direct cargo staging IAW Annex W, Schedule of Events and assist 603 ALSG in aircraft loading operations.

8.7.8. Command and control will be established and maintained by the Mobility Control Center (MCC). The MCC, as outlined in MOP 1, Kadena AB Mobility Plan 28-4, will direct, control and coordinate the overall TARRP deployment effort. 18th MUNS munitions control will comply with the Schedule of Events and changes thereto, resolve problems, direct, coordinate and control internal activities and TARRP marshaling, and act as focal point between the 18th MUNS, MCC, TCU and MPU. Tasked organizations will maintain close liaison with the MCC during all phases of TARRP marshaling and deployment.

8.7.9. The Annex W Schedule of Events and associated load planning will be sized on movement of TARRP on C-130 aircraft (primary). 18 LG plans and transportation flights will maintain load plans for C-141 or C-5 aircraft (secondary).

8.7.10. The requirements of this instruction will be implemented immediately upon receipt of deployment notification from USCINCPAC/COMPACAF. Once munitions requirements are identified, HQ PACAF/LGW-LGX will TPFDD applicable UTCs in JOPES to identify airlift requirements to USTRANSCOM. Execution timing should generally be established to meet the following sequence of events:

8.7.10.1. At Q-hour, KCCP receives deployment orders.

8.7.10.2. At Q + 15 minutes, 18 WG/CC initiates recall of affected organizations.

8.7.10.3. At Q + 1 hour, KCCP and 18 WG/LGX notify support organizations about CSS meeting.

8.7.10.4. At Q + 1 hour, 18 WG/CC and 18WG/LGX activate the DCC, TCU, and MPU.

8.7.10.5. At Q + 2 hours 30 minutes, DCC gives the mobility concept briefing. 18th MUNS must be represented at this briefing.

8.7.10.7. At Q + 5 hours 30 minutes, 18th MUNS begins TARRP outload; first chalk due at marshaling area.

8.7.10.8. At Q + 7 hours 15 minutes, 603 ALSG loading teams and 18th MUNS begin aircraft loading.

8.7.10.9. At Q + 9 hours, 603 ALSG/ATOC ensure the first C-130 is ready for takeoff.

8.7.11. To measure training and procedural effectiveness, TARRP will be exercised by 18 WG/XP locally at least semiannually. Exercises will be scaled down versions of the full scale deployment operation but will include as many aspects of actual deployment as local conditions permit. Each affected organization will participate. Exercises will be evaluated by the base exercise evaluation team, augmented as necessary for expertise in the evaluation areas outlined below. Reports and verbal debriefings of exercise results will be provided to participating units IAW paragraph 2.3.4.3, PACAF Sup 1/AFI 10-403, and the additional critique areas below.

8.7.11.1. Deployment notification and subsequent responses including command and control procedures and effectiveness, recall, and timing actions and events.

8.7.11.2. Munitions Operations including pallet outload, marshaling and deployment.

8.7.11.3. Air transportation including after JI cargo staging and inspection of documentation, special handling, terminal operations, fleet services, load planning, aircraft loading, safety and security, weapons safety, ground safety, resource protection, mission support, resource management, and mobility processing.

8.7.12. The 18 WG/CC or CV may authorize deviations to established standards or procedures during local or HHQ directed exercises, as necessary.

8.7.13. AFMAN 91-201 Explosive Safety Standards will be observed at all times.

8.7.14. Exercise simulations are discouraged. Realism should be the goal of both evaluator and participant.

8.7.15. TARRP handling equipment and transport vehicles will be prepositioned at employment base(s), provided by the deploying unit or directed to the deployment location by HQ PACAF prior to execution of TARRP deployment.

Chapter 9

DENIAL OF U.S. TITLED CONVENTIONAL MUNITIONS AND COMPONENTS

9.1. General. This section provides guidance for denying the use of US. titled conventional munitions and components to unauthorized persons. Unit denial plans will satisfy requirements outlined in AFI 31-401, PACAF Sup 1 and AFI 10-401 concerning the destruction of classified priority three conventional munitions and components and base defense munitions. Procedures prescribed in this section are designed for units possessing US. titled conventional munitions and components.

9.2. Responsibilities. The decision for denial/destruction of US. titled conventional munitions and components will be made by the appropriate responsible individual as specified herein.

9.2.1. If normal command, control and communications (C3) exist, destruction will be executed only by direction of COMPACAF.

9.2.2. Under emergency conditions, the decision to destroy must be made at the highest level consistent with the situation, time, and communication available.

9.2.3. In the event of loss of communication or where circumstances do not permit sufficient time to request or receive authority through normal command and control channels, authority to execute emergency destruction will be delegated to the senior United States military on-scene commander.

9.3. Objectives:

9.3.1. The objective is to deny the use of US. titled conventional munitions and components to enemy forces by destruction. Destruction may be accomplished by using demolition procedures outlined in T.O.. 11A-1-42, demilitarization, or any other means which renders the items completely unusable.

9.3.2. Priority order of denial.

9.3.2.1. Classified munitions and components.

9.3.2.2. Air base ground defense munitions.

9.3.3. A time standard for destruction is not specified. However, to accomplish the primary objective of denial of US. assets from hostile forces, destruction must be accomplished in an expeditious manner.

9.4. Methods of Denial. Destruction will be used when loss or compromise cannot be prevented:

9.4.1. In time of emergency, the destruction of individual munitions components may not be practical. Therefore, the facility containing munitions and components may be destroyed using demolition instructions obtained from T.O.. 11A-1-42.

9.4.2. Specific methods of destruction are intentionally left to the resources and discretion of local commanders who are best able to assess their situation.

9.4.3. Advance preparation for destruction may be accomplished, provided compatibility criteria (AFMAN 91-201) are not violated, to allow destruction in the minimum amount of time. However, to avoid the likelihood of inadvertent or unauthorized destruction, preassembled initiating system(s) should not be installed until the local commander (or higher authority) determines local threat conditions are eminent. Connection of power sources or fuze igniters to initiating systems should be made only upon receipt of a valid destruction order.

9.5. Denial Plan. Korea-based units will develop a plan to deny the use of US titled conventional munitions and components. Other units will develop plans based on their deployment location and not their home base storage area. They will however, train and demonstrate capability as required by paragraph 9.6. To ensure system reliability, a qualified EOD technician should participate in the development of the denial plan. (NOTE: "plan" may be a unit directive, annex to a base support plan, etc.). However, the plan must be approved by the squadron commander or higher authority. Additionally:

9.5.1. Unit commanders will ensure denial plans are published and contain specific methods of destruction to satisfy objectives in paragraph 9.3.

9.5.2. The plan should be coordinated through appropriate base agencies (e.g., Safety, Air Base Operability Officer, Fire Department, Security Forces, Command Post) to ensure it provides the safest and most feasible method of destruction. An annual review will be accomplished to ensure priorities are current IAW local threat assessments, assets on-hand, and applicable directives. A copy of the unit plan will be forwarded to NAF LGMW, as appropriate.

9.6. Exercise and Training Requirements:

Munitions units with mobility taskings will set up an annual training program for Emergency Destruct of Munitions (EDM) of classified conventional munitions, classified test equipment, and classified T.O.s and files based on their deployment location. Use of live munitions on the EOD range is not authorized for this training. These procedures will be exercised during local and Higher Headquarters CER/Exercises for units with in place and mobility taskings. Training will Include:

9.6.1. Familiarization with EDM materials and procedures.

9.6.2. Hands-on training using materials. Use of inert items is mandatory.

9.6.2. Procedures to set up charges on classified munitions and test equipment most likely located at the deployed site.

9.6.4. General. Denial of conventional munitions components by destruction is a last resort. However, destruction training and exercises of denial plans must be conducted to provide proficiency training for designated personnel. Training will ensure personnel are familiar with the plan and are proficient in their assigned tasks. Live initiating components (time fuze, det cord, igniter, caps, etc.) will not be used during practices or exercises. However, training items must be procured or locally fabricated to ensure realistic training. Training will include familiarization with demolition materials including hands on training in the use of detonating cord, time fuses, blasting caps, or shape charges as applicable. Use of inert items is mandatory. Those units with more than one storage area that requires denial may alternate proficiency training and exercises between areas. MAGNUMs will require a plan; however, training for MAGNUM QAEs will be at the main operating base.

9.6.5. Unit commanders are responsible for designating and ensuring personnel receive and document appropriate training (623s, 797s, or CAMS/TICARRS) and exercise their denial plan as specified herein.

9.6.6. Training or exercise intervals will be determined by the munitions flight chief. However, training intervals will not exceed eight months for short tour areas and 12 months for long tour areas.

9.6.7. During PACAF Inspector General (IG) inspections, the denial of conventional munitions and components plan may be reviewed by the IG to ensure they are complete and meet the objectives outlined in paragraph 9.3. Exercising the destruction of munitions and components during inspections will be limited to the availability of training assets and will be tailored to the unit's proficiency training capabilities.

9.7. Inspection Requirements:

9.7.1. A denial inspection checklist should be developed for preassembled initiating systems. Preassembled explosives items will be inspected annually and documented on AFTO Form 102. The AFTO Form 15 or CAS-B will be updated only if discrepancies are found.

9.7.2. Explosive items not assembled will be inspected and maintained IAW pertinent item T.O..

9.8. Munitions/Component Forecast. Forecast required training and explosive assets to satisfy objectives IAW AFI 21-205.

Chapter 10 **Munitions Capability Report (RCS: PAF-LGW(Q)7437)**

10.1. This report is due at PACAF by the 15th day in January, April, July, and October. Please e-mail to hqpacaf@gw.hqpacaf.af.mil. The 8MXS and 51MXS will also provide a copy to 607ASUS/LGW. The 7437 report will be prepared as follows:

10.1.1. Part I. Munitions manning data: report status of all munitions personnel including those assigned to wing staff agencies (i.e., qa,safety, dorm chief, etc.).

10.1.2. Part II. Munitions key personnel listing: report key munitions personnel, including workcenter supervisors up through the squadron commander. Report by duty title, office symbol, full name, grade, PAFSC, duty phone, and DEROS.

10.1.3. Part III. Equipment: list all equipment authorized against applicable table of allowances and current status. Please ensure all PGM support/test equipment is listed. Remarks will include as a minimum, significant problems, assets on loan or TDY, off-base document numbers for critical equipment (all PGM test equipment and rams as a minimum). Report missile test equipment by NSN, nomenclature, serial number, and part number.

10.1.4. Part IV. Missile data: list quantity and type of missiles being used for exercise/alert loads (caps and lives). List number of times these missiles have been uploaded/downloaded on aircraft and number of exercises conducted this quarter. List all damage sustained, cost of and parts replaced as a result of flightline/munitions personnel handling. List by document (off base requisition number), number all missile/PGM parts on order, date requisitioned and date received if applicable (once reported as received it is not necessary to continue reporting the item). Date and result of semiannual missile/PGM component reconciliation of TMRS and CAS-B.

10.1.5. Part V. Restricted or suspended munitions: list the changes and safety supplements and date received to T.O. 11A-1-1 this quarter.

10.1.6. Part VI - List the quantity, serviceability and type (end-opening or side-opening) of ISO containers on hand.

Chapter 11 **MASTER STORAGE PLAN (RCS: PAF-LGW (A) 7201)**

11.1. Master Storage Plan (RCS: PAF-LGW (A-AR)7201). Each organization that stores or has the capability to store WRM munitions will submit a Master Storage Plan, (RCS: PAF-LGW(A-AR)7201) to HQ PACAF and NAF. The report will be computer generated and submitted annually as of 15 December and will be forwarded to arrive at HQ PACAF by 1 January. A complete report will be submitted every year. Each organization will report only those assets and facilities which the organization manages. This report may be requested by HQ PACAF at a more often frequency if the situation warrants. Units may submit Facility Data Records for storage facilities if a significant change takes place to keep Storage Plan updated throughout the year. A full report will still be required annually.

11.1.1. Changes in overall storage capacity or quantity-distance (QD) status will be reported on the next report. Further, an explanation of why the changes occurred (condemned facilities, new construction, explosive waiver, etc.) will be addressed on the cover letter of the report. The report will also be used to illustrate locations that employ the bulk storage concept.

11.1.2. A map of the storage area will be submitted to depict storage locations. The map does not need to be submitted with each report unless there is a change (new construction, perimeter change, etc.). If facilities are assigned local numbers for ease of identification in addition to civil engineering numbers, the map(s) will be so annotated. Additionally, a drawing of each type facility used to store munitions will be submitted once.

11.1.3. Provide information for each facility dedicated exclusively to munitions storage (storage igloos, magazines, revetments, multicubes). Also report each facility dedicated exclusively to maintenance operations (conventional and missile maintenance, inspection, preload and build-up areas, etc.); however this data will not be used to accomplish the calculations for the storage summary.

11.1.4. Prepare the Facility Data Record using the following format. Variations in format are allowed, as long as all information required is provided.

11.1.4.1. Type Facility/Construction. Indicate whether the facility is an above ground magazine, igloo, revetment, module, cell, maintenance facility, etc. Enter type construction, i.e., hard surface pad, Butler building, metal roof shed, concrete building, etc. Indicate whether currently used as storage or operating site.

11.1.4.2. Covered/Open. Indicate if facility is covered or open. Covered is any facility or area that has a cover over it whether it has sides or not.

11.1.4.3. Standard/Substandard. Indicate which, based on the following definitions.

11.1.4.3.1. Standard Facilities. Covered and open facilities used for the storage of explosives, constructed in accordance with USAF or PACAF Civil Engineering construction criteria. For example, concrete or steel arch igloos, concrete or pre-engineered (metal) buildings, modules or single revetted hardstands sited and constructed in accordance with approved criteria and site plans.

11.1.4.3.2. Substandard Facilities. Covered and open facilities used for the storage of explosives, not constructed in accordance with USAF or PACAF Civil Engineering construction criteria. For example, self-help projects, temporary wooden sheds, facilities constructed by host forces that do not meet minimum USAF standards, Quonset and similar structures that require major maintenance, revetted hardstands with inadequate barricades, unrevetted buildings or pads, and gravel or PSP surfaces, etc.

11.1.4.4. Barricaded/Unbarricaded. Indicate as barricaded on one side, two sides, three sides, or four sides, or unbarricaded. Also indicate barricade height. If barricades do not meet approved height, so indicate under remarks.

11.1.4.5. Size. Indicate the length, width, and height of the facility, using inside dimensions. For revetments and modular cells, basic approved design drawings must be reviewed and correlated with actual pad construction.

11.1.4.6. Square Feet. Multiply length by width.

11.1.4.7. Short Tons Stored. Indicate total storage short tons (for unpackaged/built-up items use drop tons) stored in the facility. This figure should correlate with the total of those individual weights listed in the Items Stored section of the report. Round this number off to two decimal places.

11.1.4.8. Total NEW. The total of 1.1, 1.2, and 1.3 items stored.

11.1.4.9. Percent Utilized. Indicate percent of facility utilized by Net Explosive Weight (NEW) and Volume to include square foot utilization. Percentage will be rounded off to the nearest whole number.

11.1.4.9.1. NEW Utilized. Divide the total NEW by the 1.1 Nonwaivered/Waivered figure (whichever is larger). If class/division 1.1 munitions are not present in a building authorized to store 1.1 munitions show NEW utilized as 0. If a building is not authorized to store 1.1, but has other class/division munitions stored in it, show NEW utilized as 0.

11.1.4.9.2. Percent Volume Utilized. Indicate the percentage of storage structure floor space used, to include aisle space. Air Force owned facilities that are on loan to other services, utilized by other AF organizations, or used by supply points that the storage areas do not control, i.e., EOD, AMC, etc., will be counted as 100% utilization. Now multiply the SF available times the percent utilized, i.e., 6000 SF X 50% or .5 volume used = 3000 SF utilized. Enter this figure as Square Foot Utilized.

11.1.4.10. NEW Capacity. On the first line, enter nonwaivered and waived capacity in pounds of class/division 1.1. On the second line, enter like information for all other class/divisions.

11.1.4.11. Indicate items stored by DoDIC (if no DODIC is listed in the DoD Catalog, RIMF, or CAS Indicative Data, use NSN), noun, quantity, short tons (for ready items not packaged use drop tons), class/division, and NEW.

11.1.4.12. Current Waiver/Exemption Data. Indicate data on all waivers/exemptions in effect. List amount actually waived/exempted in pounds, hazard class/ division involved, type of waiver (waiver, exemption, etc.) and expiration and review date of waivers. This information for individual locations may be combined and submitted as an attachment to the report.

11.1.4.13. Comments/Limiting Factors. Indicate any additional information which may add objectivity to the report or clarify data submitted. If the facility is considered substandard, indicate the reason. Provide any additional data pertinent to munitions storage and operating facilities not otherwise indicated.

Chapter 12

MUNITIONS ACTIVITIES STANDARDIZATION PROGRAM

12.1. General. The primary objective of the Munitions Activity Standardization Program (MASP) is to assist organizations in evaluating their compliance of established Air Force and DoD instructions, standards and policies. It is not an Inspector General (IG) Inspection nor is it meant to be used as the sole catalyst by units in preparation for passing a Quality Air Force Assessment (QAFA). The varied and complex requirements dictated by the aircraft/weapons systems and operational plans supported by PACAF as well as the potential hazards associated with munitions/weapons requires a program that will provide units with an overview of their operations.

12.2. Policy. The MASP is designed to be a management tool to provide assistance for achieving high quality munitions/weapons maintenance/support required to accomplish the mission. HQ PACAF/LGW is the command monitor for the program and will conduct MASP visits annually for the short tour areas and every other year for the long tour areas. The purpose of a MASP visit is to help identify areas within the munitions/weapons activity that can be improved, and to assist in the resolution of problems beyond the unit's capability to correct. This includes areas that require support from other activities and/or higher headquarters.

12.3. MASP Team. The MASP team will use checklists, publications and technical orders to determine compliance with Air Force standards. The team will indicate areas requiring management attention and assist in the resolution as necessary.

12.3.1. MASP Team Composition. The MASP team will normally consist of a Team Leader and representatives of all munitions/weapons functions. The composition of the team may vary, depending on the mission and size of the unit visited. The NAFs and munitions units within PACAF may be tasked to provide augmentees to the MASP team. All augmentation will be funded by HQ PACAF/LGW. Augmentees will make their own travel arrangements. Upon completion of the MASP visit, augmentees will furnish a copy of travel orders and completed travel voucher to HQ PACAF/LGW.

12.3.1.1. Typical Team Composition

1 - O-6 (HQ PACAF/LGW)
1 - E-9/E-8 (Staff)
1 - E-8/E-7 (Staff)
1 - E-7/E-6 (Staff or Field)
1 - NAF/Field Member
3 - Field Augmentees

12.4. Procedures. The MASP team will provide assistance to as many areas as possible. To provide maximum flexibility, the amount of assistance for each general item is left to the discretion of the team leader, team member observing that particular area, and the organizational commander.

12.5. Notification. HQ PACAF/LGW will publish a schedule of proposed MASP visits based on flight chief rotation in November of each year for the following 12-18 months. This schedule will be distributed and validated by affected units. HQ PACAF/LGW will normally notify each munitions activity at least 60 days in advance of scheduled visit. The notification message will include team composition and support requirements. Upon receipt of the notification message, the commander of the visited organization will appoint a project officer to coordinate the support requirements and provide the project officer's name, rank, and DSN to HQ PACAF/LGW. Request for MASP visits by the unit will be submitted to HQ PACAF/LG 30 days in advance of the date the visit is required.

12.6. Reports:

12.6.1. Field Memorandum Report. The field memorandum report will contain a general unit capability statement. In addition, it will include higher headquarters action items. Unit reply to a field memorandum is not required. Additionally, intermediate headquarters will not request unit replies to field memorandums.

12.6.2. Classification. The basic MASP report will be unclassified; classified addendum's may be used if required. (Refer to appropriate security classification guides for classification.)

12.7. Briefings.

12.7.1. As a minimum, the MASP team leader will inbrief the senior base operations or logistics staff officer, as appropriate, and key munitions/weapons personnel. Inbriefings for the wing commander will be at their option.

12.7.2. Upon completion of visits to functional areas, findings will be validated with the respective flight CC/chief or other appropriate personnel prior to a formal outbrief to the commander of the visited organization and applicable unit personnel. A copy of the report will be given to the munitions functional commander/flight chief/Wing Weapons Manager at this time.

12.7.3. Prior to, or after the formal outbrief, the MASP team leader, senior maintenance, and senior operations individuals will provide the appropriate wing CC/LG/OG a personal briefing of the MASP team's observations if requested.

12.7.5. Reports Disposition.

12.7.6. HQ PACAF/LGW will forward the report to HQ PACAF/LG for final signature.

12.7.7. HQ PACAF/LGW will retain, monitor, and coordinate all MASP reports for required actions.

12.7.8. HQ PACAF/LGWA will assign, suspense and monitor higher headquarters action items to the appropriate agency for comments and corrective actions.

12.8. Support Requirements:

12.8.1. Entry to restricted areas for MASP team will be as specified in AFI 31-101. During a MASP visit, team members will not be considered as part of the organization. Team members will require unescorted entry into all conventional storage and flight line munitions/weapons activity areas. Entry authorization lists (EALs) will be prepared and distributed by the unit project officer to ensure entry into all applicable areas. Pertinent data for the preparation of EALs will be provided in the notification message for HQ PACAF/LGW personnel. Augmentees will furnish EAL information by separate message. Upon arrival of the MASP team, the unit project officer will brief the team chief and all MASP team members on local procedures to ensure all team members know when and where to wear restricted area badges, when escort is required, and any other information on local conditions and restrictions. EALs must be authenticated by security force supervisor prior to entry into restricted areas.

12.8.2. An administrative work area will be required and ready access to technical orders and standard publications will be necessary.

12.8.3. Two six passenger vehicles and one small sedan/pickup or other suitable vehicles will be required for the exclusive use of the MASP team.

12.8.4. The unit project officer will make billeting arrangements for all MASP team members. Team integrity will be maintained at all times.

12.8.5. Each MASP team member will need a list of key unit personnel (to include munitions/weapons section/functional NCOICs) with name, rank, phone numbers, assigned function and office symbol.

RICHARD E. BROWN III, Brig Gen, USAF
Director Of Logistics

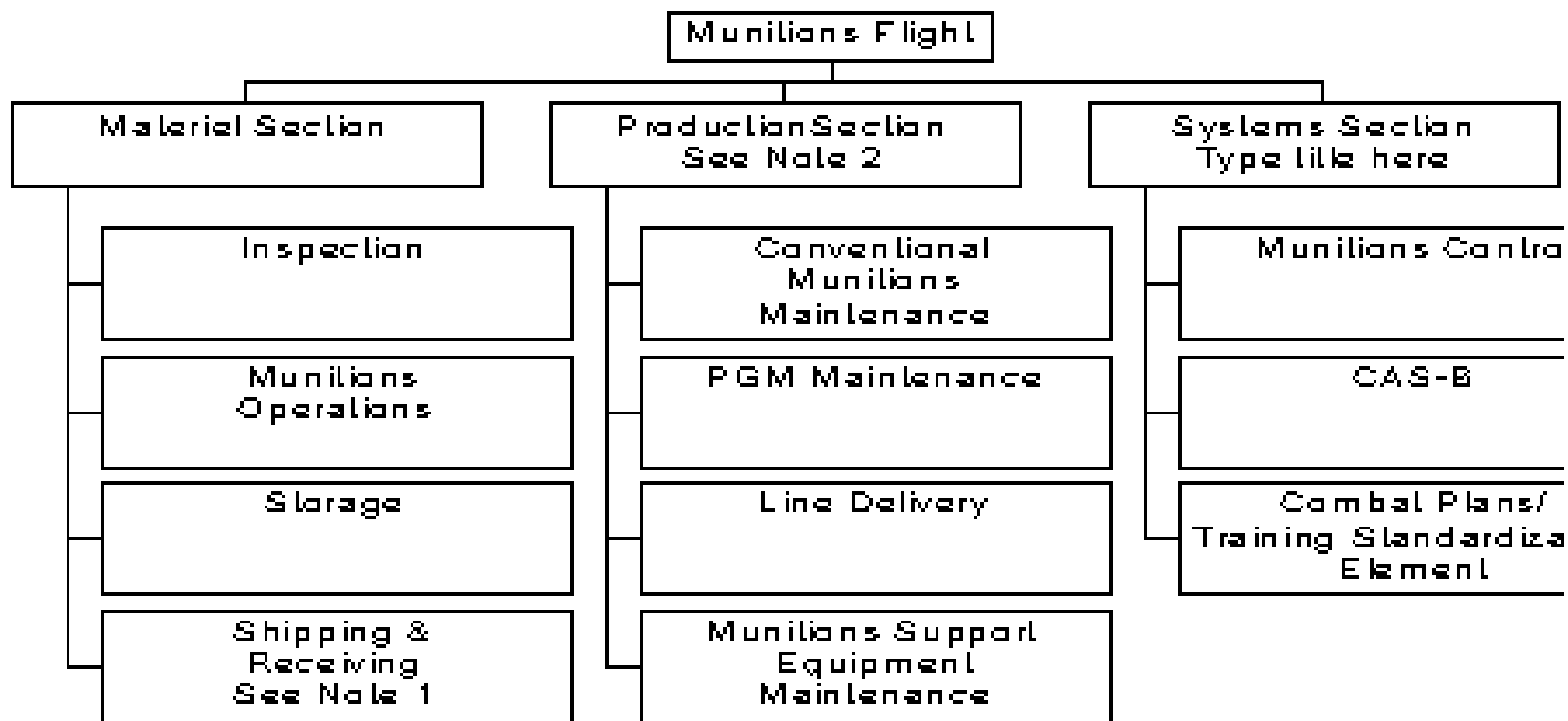
2 Attachments

1. Munitions Flight Organizational Chart

2. 18th Munitions Squadron Organizational Chart

Attachment 1
MUNITIONS FLIGHT ORGANIZATIONAL CHART

1. ESTABLISHED AT FLIGHT CHIEF OPTION
2. 36 MXS COMPONENT & FLARE MAINT AND ARMAMENT/MINE MAINT ELEMENTS WILL BE ALIGNED UNDER PRODUCTION SECTION



Attachment 2
18th MUNITIONS SQUADRON ORGANIZATIONAL CHART

18th Munitions Squadron

